DOCUMENT RESUME

ED 112 832 IR 002 517

AUTHOR Bikshapathi, Adepu
TITLE The World Bank Photo Library. A Report on Classification, Indexing, and Retrieval of Slide Collection; Organization and Circulation of Visual Materials and Matters Relating to Photo Library Administration.
INSTITUTION International Bank for Reconstruction and Development, Washington, D.C.
PUB DATE Aug 75
NOTE 128p.; Not available in hard copy due to marginal legibility of original document

EDRS PRICE MF-$0.76 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS Cataloging; Classification; Conceptual Schemes; *Information Retrieval; International Organizations; Library Automation; Library Circulation; *Library Collections; *Library Technical Processes; Microforms; *Photographs; Slides; *Special Libraries
IDENTIFIERS *World Bank Photo Library

ABSTRACT

The World Bank, a specialized agency of the United Nations, is devoted to promoting the economic development of its member nations. Its photo library, with a collection of nearly 25,000 black-and-white photographs and color slides, serves as a resource center for various activities of the Bank and other organizations. Intended as a background document for decision-making, this report analyzes classification and organization schemes which could be used in this special type of library. A proposed classification, indexing, and retrieval system is presented, with attention given to captioning and computer and micrographic applications. A scheme for storage, filing, organization, and circulation of slides is also outlined. Appendixes include a proposed time frame for the project, a subject heading code, and a list of readings for professional growth. (Author/SL)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED112832

BEST COPY AVAILABLE

THE WORLD BANK PHOTO LIBRARY

A REPORT ON CLASSIFICATION, INDEXING, AND RETRIEVAL OF SLIDE COLLECTION; ORGANIZATION AND CIRCULATION OF VISUAL MATERIALS AND MATTERS RELATING TO PHOTO LIBRARY ADMINISTRATION

Washington, D.C.
August 1975

Adepu Bikshapathi
Consulting Librarian

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

IR 002 817

CONTENTS

PART I: BACKGROUND STATEMENT

Section 1: Library Consultancy, including Library Personnel and Administration

Section 2: Statement on the Slide Collection in the Context of the Institution

PART II: CLASSIFICATION, INDEXING, AND RETRIEVAL SYSTEM

Section 1: Classification

Section 2: Captioning

Section 3: Indexing and Retrieval

Section 4: Computer and Micrographic Applications

PART III: ORGANIZATION AND CIRCULATION OF VISUAL MATERIALS

Section 1: Storage, Filing, and Organization of Slides

Section 2: Circulation

PART IV: SUMMARY AND CONCLUSIONS

ATTACHMENTS

SUGGESTED READING FOR PROFESSIONAL GROWTH AND DEVELOPMENT

COMPUTER PRINTOUT WITH EXPLANATIONS AND ILLUSTRATIONS AS TO HOW THE CALL NUMBER AND PHOTOGRAPHER NUMBERS ARE CONSTRUCTED; HOW CAPTIONING INFORMATION INDEXED, ETC.

LIBRARY CONSULTANCY, ETC.

Consulting in the context of my particular assignment, under report, has been viewed as not only problem-solving, but also as an educational one, as is the case in many areas of consulting/counseling relationship and expertise; in that what follows is not only a customary report, but an extended explanation and illustration of the process and the manner in which the problem has been solved, i.e., how a classification, indexing, and retrieval system has been devised and how it can be applied in day-to-day indexing work to be advisedly and preferably taken up under the supervision of a professionally qualified and experienced librarian who has knowledge, understanding, and technique of seeing things as a whole and working in the context of institutional objectives and operations, resources and requirements, or alternatively under the guidance of one of the senior librarians on the staff of the Joint Library as arranged with Mr. Charles Olsen, Chief Librarian.

The report is organized around: (1) Background Statement; (2) Classification, Indexing, and Retrieval System; (3) Organization and Circulation of Visual Materials; and (4) Conclusion and Summary; along with appendices on the sources of supplies and equipments, a select listing of literature on professional growth and development, etc., until the Bank is convinced of assigning the responsibility to a slide curator, depending on how fast the collection grows and how much the Divisional activities in their production and usage will multiply over the next two

to three years, creating a pressing demand for an additional person.

Eventually when the collection and responsibilities increase, particularly when the slides grow beyond 50,000 items, the institution will have no choice but recognize the need to entrust the operation to one who has graduate training and post- or pre-professional experience or exposure in audio-visual materials, particularly in slide curatorship/librarianship to be able to understand and handle the job in terms of relating the Photo Library to the broad functions of the institution and knowledge of basic principles and practices of slide curatorship in particular, and audio-visual media in general, against the disciplinary background of information and library services. Practice of slide librarianship/curatorship does not lend itself to an extension of routine skills and to which a person, over a period of time, can rise, based on one's proficiency in given tasks; neither does the performance of established and routinized operations lead, in all cases, up to being able to run an operation professionally, both in style and substance (unless one is aided by a systematic program of continuing education for professional growth and development to gain theoretical base and intellectual foundations of the discipline). Such a person should be able to complement productively and meaningfully the technical staff that constitute this Division, in addition to being able to substitute, on occasions, and cover the gaps or absences of others as and when they become necessary and inevitable.

The report is designed to provide decision-making information, either for the Division alone, or in cooperation with a short-term consultant to be appointed, or a senior librarian on the Bank's staff to decide on one of the several schemes of classification devised, guided

by the merits discussed of each. It responds primarily to the need communicated by the Personnel Department (Mrs. Sally Salvadore) and later outlined by Mr. Thomas Noone, Jr., i.e., to devise a simple and workable indexing system for the slide collection. Secondarily, it limits its response to subsequent suggestions made at the indoctrination session on Divisional and Departmental activities in terms of personnel and their responsibilities with Noone and orientation and problem-identifying session with the rest of the Divisional Staff, to reviewing the prevalent practices in the areas of organization and circulation of visual materials; library administration, education for slide librarianship/curatorship, etc.

It has been gratifying to have been inducted into the assignment in a professional manner and to have been asked to be objective, allowing access to files, which in some cases, was the only available source to inform myself retrospectively of the operation, and to be on my own, guided by the terms of reference (Attachment I), and schedule of action (Attachment II) with interim reports (Attachments III & IV) on monthly progress, as agreed upon.

Even though the arrangement has been conceived under an opportunity arising out of summer employment practices of the Bank, and, consequently not carrying compensation characteristic of such assignments and practices obtaining here, I am appreciative of the opportunity to have performed some consultative services to the satisfaction of the Bank.

August 22, 1975

Adepu Bikshapathi

STATEMENT ON THE SLIDE COLLECTION IN THE CONTEXT OF THE INSTITUTION

To articulate the problem is to state the situation in which it has its origin.

The World Bank, a specialized agency of the United Nations, is the oldest and largest international organization, devoted to promoting the economic development of its member nations, now numbering 126 countries, by financing productive projects in public and private sectors, and, thus, furthering economic growth and development.

Established in 1944, first to help finance reconstruction work of war-devastated countries in Europe, the Bank adapted itself to a changing world, and is now concentrating its efforts mostly in its lesser developed member countries. Its operations are quite diverse and extend to such economic sectors as electric power, transportation, telecommunication, agriculture, industry, water supply, education, population, tourism, environmental control, urbanization, and general development, including technical assistance in developing projects in those areas.

The Bank's Information and Public Affairs Department, of which the Photo Library is a part under the Audio Visual Division, is responsible for carrying out the informational objectives of the Bank.

The Audio Visual Division with fully-equipped and professionally

manned facilities such as recording studio for the production of radio recorded programs and 16 mm motion pictures, and a photographic laboratory for the production and processing of color and black-and-white photography, cooperates, with professional broadcasters, photographers, and producers of material intended for broadcast or photographic use, as well as, rendering technical and advisory services internally to other departments on audio amplification, magnetic recordings, visual presentation for meetings or seminars, recording radio programs for the Bank.

The Photo Library serves as a resource center for various activities of the Bank, in preserving, organizing and making available photographs, slides and related documentation for various informational and publishing needs of the Bank itself, as well as, other international organizations and users, such as journalists, publishers and editors, authors and teachers, television producers and professional picture researchers. The collection, comprising nearly 25,000 items of black-and-white photographs and color slides, has been developed over the years from the pictures taken on various occasions such as signing of loans, meetings of the Board of Governors, visits of foreign dignitaries, as well as, those of development projects and operations financed by the Bank. The larger segments, however, are the result of features planned and produced by the Bank itself.

The Bank's picture collection is a continuous visual record of its operations. The Library keeps separate master and print files by the loan or credit code, as well as a negative file with cross reference index card with the master photo, portrait and biographical files of senior officials of the Bank. In the past the Library issued occasionally Picture Selection and Catalogue of Project Photos and they may soon appear

in some form once the present classification system for slides being worked out, is computerized or indexed manually.

The Bank's pictures are distributed free of charge for the present, preferably for use in the context in which they were originally taken, i.e., fostering interest in economic development, and they can be reproduced with due credit.

Unlike the objectives of other collections which seek to preserve and disseminate examples of the artistic excellence of the photographers, the motivating force here is to dramatize and record the striking realities of life in the developing nations of the world to heighten awareness and concern of every one.

CLASSIFICATION

Schemes such as "New Books: An Annotated Listing; Classification System for Books" (Attachment V) or "Classification System for Articles and Abstracts" (Attachment VI) used by the Journal of Economic Literature that indexes current literature in economics and related fields can hardly be considered useful because of their limitations in subject coverage and print medium for which alone they seem to suit well. Major portions of these systems are simply inapplicable, e.g., there will be no visual materials that can be classed under such divisions or sub-divisions as "000 General Economics; Theory; History; Systems" or "200 Quantitative Economic Methods and Data" (unless they are graphic presentations) in either scheme.

Likewise, any of the existing book classification schemes such as Dewey Decimal, Library of Congress, etc. do not have the capability of fulfilling the requirements of visual classification, the reason simply being all the classification schemes thus far devised were concept oriented to take care of knowledge classification, and, based on that, the book classification needs.

It is simply inconceivable that there can be a classification system that makes it possible to minutely classify visual contents. Any imaginable classification scheme, as well as being practicable has limita-

tions in that it can only class categories or concepts, abstract or concrete. Otherwise, attempts to classify exhaustively all visual materials will amount to coding a dictionary of known and knowable visual materials; even then such attempts fail to create a typical classification order for want of such basic features as will make up a viable classification scheme.

A much publicized and widely known among the people in the picture world is A Slide Classification System for the Organization and Automatic Indexing of Interdisciplinary Collection of Slides and Pictures, by Wendell Simons, now Associate University Librarian and Lauraine C. Tansey, Slide Librarian, both of the University of California, at Santa Cruz, a work conducted over a period of two years under the grants from the Council on Library Resources, published in August 1970. What follows is a critique and an argument against its adoption, including in modified versions, and reasons for devising a new one in the context of institutional objectives, operations, and resources, as expressed in my correspondence with the principal author (Attachment VII) and others in the profession that adopted or suggested the system (Attachment VII).

Like all other classification systems in vogue for slide collection, it is aimed at collections belonging to art and architecture departments of universities or colleges, museums, galleries, etc., whose development and approach are historical and whose purpose, among other things, is instructional, while the collection of the Bank's Photo Library is composed of pictorial documents constituting into a continous record of events, activities, and programs. The Bank's visual materials aim to represent and reveal human condition and the process of development in the contemporary context, creating an improved understanding among the people of all member nations not only by facilitating its use by those vitally

concerned with certain parts of the world, but also those preoccupied with global development.

To illustrate the case in point at this stage, is to draw attention to the specific classes in Simons and Tansey's System, reportedly suggested to Jackie Scott by Renata Shaw of the Library of Congress Picture Division; in that photography is classed as an art medium, within that by anonymous and known artist or if by subject by form and technique.

Likewise Documerica Image System (DIS) of the United States Environmental Protection Agency, a computerized file of color photographs in microform, is obviously based on no classified order, but in the order of acquisition and using a limited "Documerica Thesaurus--Subject Keywords, Synonums," already proving inadequate to the growing collection. While, the United Nations Photo Library Classification scheme is a set of abbreviations relating to the organizational structure and activities and is quite elaborate, trying to fully represent the specific functional unit of the body and the nature of the activity that is undertaken of which is the result of a given visual document. Equally elaborate are multiple control records and cross-index devices.

Since the origination and uses of visual materials have certain purposes similar to the ones that gave rise to the need to develop a "Purpose of Loan Code" (Attachment IX)or Unified Purpose Code (Attachment X), i.e., to meet the needs of the users of statistics in classifying loans, credits and grants according to the purpose for which they are made, perhaps this classification schedule represents the best approach to relate the visual materials to the operations and activities, as well as, objectives and programs of the Bank. Others ("Research Files and Library Services -- A Guide to it Functions and Services" classification

(Attachment XI) or Macrothesaurus "Subject Category Fields" (Attachment XII) are better suited to print media.

Purpose of Loan Code (Attachment IX) is a five digit code with seventeen project categories (Electric Power, Transportation, Telecommunications, Agriculture, Industry, Water Supply, Education, General Development, Post-War Reconstruction, Development Finance Companies, Multipurpose Loans, Technical Assistance, International Finance Companies, Population, Tourism, Environmental Control, Urbanization), some with varying number of subcategories.

While all the schemes of classification consisting of geographical schedule, photographer alphanumeric code, year element being common in all cases, each alternate has only a different sector code used by different divisions of the Bank.

The geographical schedule or entity of the classification schemes which is Alpha-3 code in preference to Alpha-2 is taken from Uniform System for Representing and Coding Country Names of the International Organization for Standardization (ISO) 3166-1974 (E), First edition - 1974-12-15). The reason to adopt this code is because several international and national organization such as IOB, U.N. Statistical Office, the World Intellectual Property Organization (WIP), the International Chamber of Shipping (ICS), the International Air Transport Association (IATA), and the U.S. Department of Commerce, whose Federal Information Processing Standard Code (FIPS 10) has been the basis for codes used by such diverse organizations as the International Atomic Energy Authority (IAEA), UNESCO, and NATO indicated their intention of adopting the system, others are investigating the possibility of abandoning their own traditional codes in order to adopt the internationally agreed uniform system. Other elements in the classification are obvious and

need hardly any explanation.

The following objectives were kept in mind in designing a new classification scheme:

1. The classification scheme should be both contextual and specific to the objectives, operations, and resources of the institutions to which the collection belongs, as opposed to those having general and universal characteristics suitable for multidisciplinary collection.

2. It should grow out of available resources as far as possible.

3. Workability, rather than theoretical testability should be dominant principle in conceiving and devising a scheme.

4. Needs and consumers of visual resource, nature and type of collection should be as much a part of the foundation as the intellectual principles upon which the classification system should rest.

5. As a measure of economy and efficiency, various segments or various information subsystems in the network of document and communication centers and library and information resources,

reference and research services of a large organization should be so devised as to share in and draw upon existing files and efforts and prove capable of yielding to a larger design, should such a unified information system ever be conceived and implemented, whose significance and importance need hardly be stressed. Thus, newly-felt necessities should be met with in the direction of achieving coherence and interrelatedness among the existing systems and resources. For example, any system devised for slides should be related to one existing for black-and-white pictures not necessarily pursuing any principle of expediency, but purely for pragmatic reasons of achieving interrelatedness and mnemonic resemblance that help preserve information system intact and enable the existing staff to adapt to a system most similar to the one that they are used to over a period of time.

6. The filing arrangement should facilitate access by functional approaches, which is usually geographic by country or region, and, at the same time, it should provide a shelflist or an inventory capable of dividing them by categories, codes lending themselves to what

are otherwise popularly described.

7. As an extension of system it should prove amenable to automated procedures and practices.

8. While pragmatic considerations should be born in mind, any expediency toward achieving a solution should be avoided.

CAPTIONING

There are no rules or guidelines to provide authentic description to the images, but an attempt should always be made to capture and preserve the imagination of the photographer and the context in which the picture was taken. Whatever compelled him, or on whatever basis he has decided to take the picture, needs to be related to the caption of each given slide. Otherwise, mere literal translation of image will result into loose description. For our purposes upon which the classification system is devised, it simply is necessary even at the cost of certain arbitrariness to relate the images to the operations the Bank is engaged in.

Assignment of accurate captions capable of authentic, concise verbal representation of pictorial images is one that can be done with certain level of educational background and understanding, otherwise such captions lend themselves to a series of distortions along the way. Such a work is an art or in substitution it calls for scientific approach to choosing right word to give right representation for right picture, exercising some discipline and methodology of elimination and selection before a final choice of words is made.

In all these cases tools and guides are used regardless of one's proficiency or expertise. One such tool or guide that is relevant to our purpose is Macrothesaurus; a Basic List of Economic and Social Development

Terms (1 English edition, 1972?) developed by the Organization for Economic Cooperation and Development. It is designed to process information and documentary activities and analyses concerning economic and social development, based on a commonly accepted vocabulary processing equivalents in several languages and suited to the international exchange of developmental information, claimed to be satisfying the recommendations of Sir Robert Jackson contained in A Study of the Capacity of the United Nations Development System (Geneva: U.N., 1969). "Quite apart from possible use of the Macrothesaurus in order to picture economic and social development as seen by international organization, it will be noted that its two primary aims are the display and retrieval of information."

It should, however, be noted that Charles Olsen, Chief Librarian of the Joint Bank-Fund Library, pointed out a couple of times that the Bank was not represented on the Committee. At any rate, due to obvious reason that it was established to meet the purpose and needs of an European organization and for its region, it certainly lacks strength in respect of developing economies, and in those cases, other sources should be consulted. They are Glossary of Selected Terms . . . of IMF and IBRD, an in-house authority list in card form developed by the Joint Library, and such others, if existing elsewhere within the Bank, as well as, Library of Congress Subject Headings, also available with them.

If none of the established/authority lists fail to supply a suitable descriptor, terms used to meet particular needs should be maintained with notation as to the process and manner in which a given term has been chosen so as to present readily available rationale for such a usage and to maintain consistency whenever similar need should occur subsequently.

INDEXING AND RETRIEVAL

Indexing for our purposes is to provide in descriptive terms (variously known as concepts, thematic approaches, subject headings, descriptors, or what have you), whether in card form or computer printout, a systematic guide to slide collection and other visual representation based on authentic captions of the visual contents rendered according to the established procedures, but interpreted in the context of institutional objectives and operations, programs and activities which guide, in the first place, their creation, and, in the second place, their intended and anticipated uses.

When organized, as the indexing is carried out, they become amenable to additional approaches or searches, viz., by photographer, year, etc., particularly by computer manipulation of the data fed into it earlier.

If indexing is done professionally, it yields maximum results or recall in response to user's needs.

Multilith stencils can be typed of unit cards and reproduced by the Fund's Graphics Department. After cards are cut, punched, combined in sets, matched to unit work cards, headings or added entries can be typed. Then cards can be sorted by a library card sorter and alphabetized for different files, e.g., dictionary catalog, shelflist, etc.

If manually done what is necessary is perhaps a micro elite, or pica typewriter (an IBM, Olivetti, or Royal make), besides 3 x 5 library cards

self-adhesive slide labels, all of which are identified in the list of supplies and equipment.

COMPUTER AND MICROGRAPHIC APPLICATIONS

There is wisdom in computer applications; in that, a great deal of saving in initial cost and subsequent maintenance will result in addition to gaining unanticipated retrieval approaches that are not possible if the system is one of the manual application. Maintenance of the following typical records in the slide collection can be achieved efficiently by machine applications:

1. Shelflist of Slide Collection: Slides are listed in shelflist sequence, i.e., in the same order in which they are filed physically in the cabinet drawers or other storage systems.
2. Dictionary catalog: A printout in one single alphabetical sequence consisting of entries by caption, country, sector, subsector, added descriptors based on the visual content and anticipated use, photographer, etc.
3. A list of entries by Photographer, if desired
4. A separate listing by sector, subsector, etc.
5. A listing by country
6. Circulation punch cards: To be cut to the slide size
7. Divider cards: To be cut to the slide size and slipped into commercially-available guides.

Eventually if the Bank wishes to make available both the captioning contents and the images to its liaison and overseas resident offices, it should be possible to reduce the images in a smaller size in microfiche (a microform) so as to provide combined access to these offices to make selections, as is done by Documerica Image System of Environmental Protection Agency and until then, a computer printout can be easily and inexpensively made available to them.

STORAGE, FILING, AND ORGANIZATION OF SLIDES

Immediate visual access and inspection requires the filing of slides on the visual display racks and, as was agreed, a select set of duplicate slides representative of thematic groups will be displayed on the racks, while a complete file will be stored in the slide drawer cabinet, so that on the basis of sampling and with their corresponding call number one can gain quick access to the rest of the slides in the main file.

While main slide file is arranged by country, subarranged by sector/subsector, etc., the duplicate set can be arranged by sector/theme, since visual inspection is necessitated by thematic approaches and needs.

Storage facilities and equipment should be conducive to expansion and growth at least for next five years.

Space should be allowed for future additions for each country in general and under it for each sector so that no major shifting becomes necessary whenever a substantial segment of slides of a given country need to be added to the existing collection.

Spatial planning depends upon the extent of expansion of users' activities over the next five years and availability of space; however, the following factors determine the special requirements: space necessary for slide drawer cabinet(s); visual display rack(s); card catalog or a place for the use of computer printout, as the case may be; viewing facilities, etc. Practices of each slide library varies so much so that it is hardly worthwhile to engage in superficial review of any given situation.

CIRCULATION CONTROL

Although the circulation of materials of the Photo Library is not anywhere in the order of museums, galleries, or instructional departments, there needs to be some control of the materials removed from the file, whether charged to the production staff of the Division or others within or outside of the Bank.

If the whole cataloging or indexing work is going to be performed manually, the circulation slip designed for Miss Martha-Elena Yanez should suffice. (Attachment XIII). It can be used by placing a dummy in the file from where a given slide has been withdrawn. Therefore, a supply of blank dummies and control slips should be at hand.

As in book libraries, a couple of daters, one for the date issued and another for date due, are desirable.

The circulation slips should be arranged by call number so that they answer immediately as to the borrower and location, dates issued and due, whenever a given slide is asked for, primarily guided by a card catalog or computer printout, and subsequently led by the dummy placed in the file instead of slide sought after.

If, however, the captioning information is going to be machine indexed and slide labels printed, an additional set of slide labels and circulation control cards can be printed and used instead of blank supplies, to save the time of writing out the call number on both of them by hand. However, printing

of an additional set may cost some money and may not be used in most cases. As a matter of economy, without regard to machine or manual indexing, a small blank supply of dummies and a set of printed circulation control slips should serve the circulation purposes of the Bank's Photo Library.

The same control slips can be used to charge black-and-white pictures and other materials by identifying against the call number.

As soon as the borrowed materials are returned, the slips should be withdrawn from the charge tray and the dummy slide cards from the slide file, and saved for future use.

Periodically the circulation control slips should be gone through to check if any of them are overdue and request for their early return if they are done with.

A form letter should be sent to borrower for any overdue material, followed by telephone calls, particularly if he/she happens to be other than the Division staff and that may be very rare. Since the material is likely to circulate mostly within the Divisional/Departmental staff, and are likely to be returned as soon as they are done with the project, any overdues can be retrieved simply by personal reminders.

However, for a circulation limited mostly to the Divisional/ Departmental staff for fairly long periods of project needs, known to each other, the simplest and most suitable system is to have the borrowers leave dummies with their initials, or color-coded, if preferred, in places from where slides are removed. On occasions, when the slides are lent to other than usual borrowers, the same thing can be done. This saves cost and avoids a cumbersome circulation control procedure suggested above and practised at many places. A supply of dummies with their initials, or

assigned colors, should be placed in a tray upon the slide cabinet for convenience of use.

CONCLUSIONS AND SUMMARY

Since the nature and scope of the assignment is not one of fullfledged investigation and evaluation characteristic of one performed by a consulting firm, and the task has been specifically stated, viz., namely to devise an indexing system, or one requiring performance of specified task, no effort is made to go into areas such as personnel, salaries, professional growth, etc., except stating in general terms what may be desirable. However, in response to requests made subsequently at a later date, some energy and effort is directed voluntarily toward reviewing practices and patterns obtaining elsewhere in operations similar to this, so that the management may review the situation and identify the problem for itself and seek solutions in light of what might be possible, rather than going into uninvited jurisdiction and making not only unwelcome recommendations, but also found to be impracticable in the context of administrative priorities. Since an attempt in that direction was made in developing pro forma questionnaires (Attachment IX), instruments to collect data in three areas, certain administrative changes were reported to have been made.

As the Photo Library may be functionally adjunct to the Photo Laboratory of the Audio Visual Division in the Information and Public Affairs Department, it is intended to serve the whole Bank and as such it should be included in such information and resource guides as the Guide to the Joint

Bank-Fund Library and mentioned wherever appropriate as part, whether remotely related or administered separately in a department of the network of information, documentary, library, cartographic resources and communication centers, reference and research, and other management information systems so as to inform and make available visual resources to the Bank staff.

In addition to facilitating easy use of collection allowing browsability, a select set of duplicate slides should be placed on the rack and they should be chosen for their representativeness of several such slides.

A profile or statistical information should be sent for inclusion in the American Art Directory, the American Library Directory, Directory of Special Libraries and Information Centers, Picture Sources, etc., etc.

The Photo Library should engage regularly in informing and educating functions by way of continuing the awareness services such as Catalog of Project Photos and Picture Selection, besides through a vigorous contact with the Bank's journalistic and scholarly media, e.g., planning small features or stories as a tryout of intended motion picture or slide show productions.

The Library should subscribe and circulate some of the suggested professional journals, as well, as picture research tools such as Picture Sources, third edition just published (obtainable from P.O. Box 5283, Grand Central Station, New York City 10017), besides keeping the library informed to the world outside by responding to the questionnaires and surveys conducted from time to time by professional bodies. Obviously, no such requests from outside were answered in the past; otherwise, files would have answered some of the statistical inquiries that were felt necessary in the course of

formulating a profile of the photo library in its context.

Extensive and expensive collections of photographs, slides, and other visual resource material scattered among several places-- in offices, desk drawers, file cabinets and other storage places should be eliminated and accounted for, as well as, avoided in future.

Just as the visual resources of the Bank's Photo Library are made available to others outside of the Bank, reference and information system should be developed so as to draw upon resources available with others, e.g., Environmental Protection Agency Documerica Image System, photojournalistic libraries, etc. Such useful sources can be identified by reference tools like Picture Sources.

Should there become necessary for a review of the installed system, the report should not only facilitate such an activity, but also form basis and save time and energy of such a subsequent effort. Just as the present consultative arrangement became necessary, so will the future ones in terms of periodic reviews, which can similarly and conveniently be conceived and combined under the summer recruitment arrangement, particularly if the recommended person is not going to be recruited for one reason or the other. The suggested review may be necessary for an additional reason, that is, to reappraise the progress and review the growth and direction of the photo library operation and services. However, if the services of the catalog librarians of the Joint Library can be secured, particularly during their relocation, outside help may not be necessary after all.

The system is designed to provide easy access to the contents of the image collection of the Bank's Photo Library. However, no extended explanation or manual either replaces or pretends to be an alternate to the training necessary to gain understanding to be able to classify competently

visual or abstract contents; it can only aid one who has some apprenticeship in library cataloging and classification, organization of materials and library procedures.

As a result of this report, it is hoped, the following advantages should accrue, as and when the suggestions and recommendations made herein, are implemented in the direction of enhancing the efficiency in the performance of functions and rendering services by the visual resource center.

1. A filing system to organize the slide physically in one single, but classified order.
2. A classification system to categorize the slides by country, sector, subsector, photographer, and year.
3. An indexing system in which the whole collection or resource can be searched by any given approach -- theme, subject, descriptor, concept, photographer, year, or what have you.
4. Valuable information is no longer overlooked through lack of knowledge of its existance and new developments are kept abreast of.
5. There will be accounting of and control of materials under circulation.
6. Duplication of costly research is eliminated and any subsequent summer appointee will have available for him necessary backgound material.
7. A list of sources of equipment and supplies (Attachment XV).

8. A recommended reading and reference list in the field (Attachment XVI).

9. A listing of steps involved in initiating and routinizing the captioning and indexing the slides (Attachment XVII).

ATTACHMENT I

A TENTATIVE SCHEDULE OF ACTION

May 19-30	Review of literature and practices
June 9	A comprehensive, descriptive statement on the collection
June 16	A preliminary draft on vocabulary system or thesaurus (variously known as sectors, descriptors, subject headings)
June 23	A preliminary draft on indexing system
June 30	Consultation with the computer facility
July 7	A statement on filing, housing and storage
July 14	Development of library procedures
July 21	A statement on other operations and services of the library
July 28	Preparation of final copies and compilation of a comprehensive report
August 4 22	Implementation of accepted recommendations*
August 25-29	Preparing the material for publication in "Special Libraries"**

* This is something that is to be discussed throughout

** Has since been dropped; is devoted to preparing the report

ATTACHMENT II

GUIDELINES FOR EVALUATION AND RECOMMENDATIONS

1. Review of library facilities in terms of its collection, location, layout, size and equipment for current needs and future growth.

2. Administrative review in terms of staffing, servicing, housing (filing/storage) budget, etc.

3. Library Review in terms of acquisition of materials; retrievability of materials by photographer, caption or documentation and subject or sector; an effective list or a thesaurus of subject headings/sectors/descriptors with adequate cross-references; indexing system as the basis for systematic organization of collection of slides, pictures and other materials; ability of the catalog/index to provide the user with sufficient information to make a proper selection of material to meet his/her needs; availability of catalogs/indexes to the user; whether library's control records adequate to fulfill their objectives; other guides for locating the material; providing telephone reference service; adequate system for circulation of material; developing information sources outside the organization that can be made available to the users; developing and creating awareness services for key or select users of current materials.

ATTACHMENT III

Monthly Progress Report for May 19 through June 18, 1975

The tentative terms of reference were chiefly to devise a simple, workable classification system for the slide collection and to observe and advise on related matters concerning the Photo Library.

The tentative schedule of action, as outlined, was: to review the literature and practices in the slide classification systems and curatorship, May 19-30: to prepare a statement on the collection in the context of the institution of which it is a part, June 9: to have a usable thesaurus for thematic approaches to the collection, June 16; to prepare a preliminary draft on indexing system to be adopted, June 23; to consult with the computing facility, June 30: to prepare a statement on filing, housing, and storage, July 7: to develop library procedures, July 14: to prepare a statement on other operations and services of the library, July 21: to prepare final report, July 28; to demonstrate and discuss implementation of the devised system and procedures, August 4-22: and, to prepare various versions of byproducts for publication in various journals, August 25-29.

Reported literature has been reviewed in almost all its entirety, more or less complete run of Picturescope, a magazine devoted to professional picture librarianship, Special Libraries, a journal relevant to problems characteristic of specialized library operations, and others, both to identify their suitability and usage, and to locate those that are engaged for years in the slide management. To the extent the literature was found relevant, it has been considered for our purposes and needs, and those that were preoccupied for years with classification and cataloging problems along with computer applications and come to be known as authorities in the field, have been involved in correspondence, to invite their comments and criticism as much as to gain their acceptance and validation, particularly for departures from recently established systems of classification more suitable to collections of different nature and purpose.

Formal instruments have been developed and tested for efficacy to elicit information in the course of time, copies of which are enclosed for clearance.

As evidenced in correspondence (which incidentally constitutes into an evolving statement on the collection) and for reasons explained therein in the interest of efficiency and nature of operation as a whole, any new system should be integrated and related to existing ones with the aid of codes and files that have already been developed for other related needs and purposes, rather than graft one by isolating from an alien system. Otherwise, esoteric classification formulae, divorced from the situations for which they were originally designed, call for a new orientation and constant interpretation leading to the creation of a new position for no productive returns.

The aim, then, is to relate the slide collection both within the Photo Library to the black-and-white picture collection, and to other operations involved in the Bank of which after all they are pictorial records, so that it is handled with the existing personnel and resources, provided computer facility can process the cataloged data and supply circulation back-up cards and slide

ATTACHMENT III

labels to make the system effectively operative. There is economy in computer applications and, contrary to earlier understanding created by the computer facility, the program as told by those that were exclusively devoted to data processing of such materials, writing a program for a purpose such as this, is quite elementary and it takes a month even in the computer language known and used by our computer facility people here. If this is found to be feasible by them, preparation of the entire collection for data processing might take several weeks to be able to feed into the computers for any sort of printouts as shown in the enclosed brochure on page 13. If this can be executed accordingly in light of current and anticipated priorities by the computing people, on the assumption that the Division and the Department will favor it, may be that I might possibly be willing to prepare the materials under a continuing arrangement on part- or full-time basis only under regular terms obtaining at the Bank for similar assignments since I am located in D.C. and enrolled in a post-master's program in library/information systems at Catholic University.

A manuscript, or a profile on the Bank's Photo Library, based on the evolving statement, is being prepared to be sent before August 1 for publication in the next issue of Picturescope just to bring it to the attention of the specialized readership as others of this kind were intended to be. Subsequent byproducts, one on classifications being developed here and, hopefully, another on the information system of the Department as a whole, will be prepared for publication as work progresses.

To recapitulate, or to relate it to the tentative schedule, a preliminary review was begun a week before the actual date of starting here; there is: an evolving statement on the collection in its context, tentative schedule of classification scheme, and a thesaurus of OECD. The next report, due July 21, will contain the progress that will be possible with the cooperation of the Photo Library in helping me prepare materials necessary for the computer facility to write a program with remaining work to be completed on my side as outlined.

ABikshapathi:ejt

ATTACHMENT IV

Monthly Progress Report for June 19 through July 18, 1975

This is the second and last interim report on the monthly progress n which attention is drawn to the original terms of reference and schedule f action with an attempt to renew the original understanding of the assign- ent and monitor the progress as agreed upon.

Following the last report (attached), captioning information of small sampling of slides has been prepared and made available in keypunch rmat to the Users Services Division (Dick Abbott, Division Chief) of the mputing Activities Department to test the machine indexability of the evised scheme, as well as the applicability of the University of Wisconsin ndexing System (UWIS) software package as adapted for B5700 computer of he Bank. Results are awaited, as was reported at the meeting last Friday. o repeat from that discussion, which will, of course, be gone into in much reater detail in the final report, the classification scheme is as operable nnually as it is amenable to computer application. Its machine indexability r computer applicability is just an extension of what is primarily feasible or manual usages and choice in its favor or against it is one dependent upon ecuring additional man-hours to take care of retrospective collection and n-going additions, or drawing upon the computer facility and resources to be le to process the backlog over a short period of about three months, leaving he current additions to be taken care of by existing personnel.

It is:

(i) a filing system to organize the slides physically in one single order;

(ii) a classification system to categorize the slides by country, sector, subsector, photographer, and year; and

(iii) an indexing system in which the whole collection or resource can be searched by any given approach, theme, subject, descriptor, concept, photographer, year, or what have you.

Several alternate schemes are attached, since I conceive of my assign- nt as one of providing decision-making information, rather than deciding on d executing the project at this stage under the present arrangement; merits of ch are discussed at great length in the final report.

Indexing is a professional work and calls for training in assigning the scriptors meaningfully to each slide and it is recommended that it be done under e supervision of a professionally-qualified and experienced librarian who has owledge, understanding, and technique of consulting in the context of institu- onal objectives, operations and resources. Contrary to the continuing arrangement

ATTACHMENT IV

indicated in the last report, it is very likely that I engage in consultative work for Westinghouse Health Systems, or preferably, and hopefully, take up a research directorship under the auspices of a consulting firm to design an information clearinghouse. As is customary to avail the services of one who devises a given system I am open to any negotiations until such time as I make firm commitments elsewhere.

The next and final report will be submitted on August 19 for review in draft form: it will be both a report and a manual, serving multiple purposes and consisting in three parts as indicated at the beginning: (i) Classification, Indexing, and Retrieval System; (ii) Organization and Circulation of Visual Materials; and (iii) Library Administration; each dealing in detail section by section, with necessary prefatory and overview statements and attachments.

Adepu Bikshapathi

July 21, 1975

ATTACHMENT V

Classification System for Articles and Abstracts

000 General Economics; Theory; History; Systems
- 010 General Economics
  - 011 General Economics
- 020 General Economic Theory
  - 021 General equilibrium theory
  - 022 Microeconomic theory
  - 023 Macroeconomic theory
  - 024 Welfare theory
  - 025 Social choice
- 030 History of Economic Thought; Methodology
  - 031 History of economic thought
  - 035 Economic methodology
- 040 Economic History
  - 041 Economic history: General
  - 042 North American (excluding Mexico) economic history
  - 043 Ancient and medieval economic history until 1453
  - 044 European economic history
  - 045 Asian economic history
  - 046 African economic history
  - 047 Latin American and Caribbean economic history
  - 048 Oceania economic history
- 050 Economic Systems
  - 051 Capitalist economic systems
  - 052 Socialist and Communist economic systems
  - 053 Comparative economic systems

100 Economic Growth; Development; Planning; Fluctuations
- 110 Economic Growth; Development; and Planning Theory and Policy
  - 111 Economic growth theory and models
  - 112 Economic development models and theories
  - 113 Economic planning theory and policy
  - 114 Economics of war, defense, and disarmament (including product and factor market topics)
- 120 Economic Development Studies
  - 121 Economic studies of less industrialized countries
  - 122 Economic studies of more industrialized countries
  - 123 Comparative economic studies involving both industrialized and less industrialized countries; international statistical comparisons
- 130 Economic Fluctuations, Forecasting, Stabilization, and Inflation
  - 131 Economic fluctuations
  - 132 Economic forecasting and forecasting models
  - 133 General outlook and stabilization theories and policies
  - 134 Inflation

200 Quantitative Economic Methods and Data
- 210 Econometric, Statistical, and Mathematical Methods and Models
  - 211 Econometric and statistical methods and models
  - 212 Construction, analysis, and use of econometric models
  - 213 Mathematical methods and models
  - 214 Computer programs
- 220 Economic and Social Statistics
  - 221 National income accounting
  - 222 Input-output
  - 223 Financial accounts
  - 224 National wealth and balance sheets

ATTACHMENT V

225 Social indicators and accounts
226 Productivity and growth indicators
227 Prices
228 Regional statistics
229 Micro-data

300 Domestic Monetary and Fiscal Theory and Institutions
310 Domestic Monetary and Financial Theory and Institutions
311 Domestic monetary and financial theory and policy
312 Commercial banking
313 Financial markets
314 Financial intermediaries
315 Credit to business, consumer, etc. (including mortgages)
320 Domestic Fiscal Theory and Policy; Public Finance
321 Domestic fiscal theory and policy
322 Federal government expenditure and budgeting
323 National taxation and subsidies
324 State and local government finance
325 Intergovernmental financial relationships

400 International Economics
410 International Trade Theory
411 International trade theory
420 Trade Relations; Commercial Policy; International Integration
421 Trade relations
422 Commercial policy
423 Economic integration
430 Balance of Payments; International Finance
431 Balance of payments; mechanisms of adjustment; exchange rates
432 International monetary arrangements
440 International Investment and Foreign Aid
441 International investment and capital markets
442 International business
443 International aid

500 Administration; Business Finance; Marketing; Accounting
510 Administration
511 Organization and decision theory
512 Managerial economics
513 Business and public administration
514 Goals and objectives of firms
520 Business Finance and Investment
521 Business finance
522 Business investment
530 Marketing
531 Marketing and advertising
540 Accounting
541 Accounting

600 Industrial Organization; Technological Change; Industry Studies
610 Industrial Organization and Public Policy
611 Industrial organization and market structure
612 Public policy towards monopoly and competition
613 Public utilities and government regulation of other industries in the private sector
614 Public enterprises
615 Economics of transportation
620 Economics of Technological Change
621 Technological change; innovation; research and development
630 Industry Studies
631 Industry studies: manufacturing
632 Industry studies: extractive industries
633 Industry studies: distributive trades

ATTACHMENT V

Classification

- 634 Industry studies: construction
- 635 Industry studies: service and related industries

640 Economic Capacity
- 641 Economic capacity

700 Agriculture; Natural Resources

710 Agriculture
- 711 Agricultural supply and demand analysis
- 712 Agricultural situation and outlook
- 713 Agricultural policy, domestic and international
- 714 Agricultural finance
- 715 Agricultural marketing and agribusiness
- 716 Farm management; allocative efficiency
- 717 Land reform and land use
- 718 Rural economics

720 Natural Resources
- 721 Natural resources
- 722 Conservation and pollution

730 Economic Geography
- 731 Economic geography

800 Manpower; Labor; Population

810 Manpower Training and Allocation; Labor Force and Supply
- 811 Manpower training and development
- 812 Occupation
- 813 Labor force

820 Labor Markets: Public Policy
- 821 Theory of labor markets and leisure
- 822 Public policy; role of government
- 823 Labor mobility; national and international migration
- 824 Labor market studies; wages; employment
- 825 Labor productivity
- 826 Labor markets; demographic characteristics

830 Trade Unions; Collective Bargaining; Labor-Management Relations
- 831 Trade unions
- 832 Collective bargaining
- 833 Labor-management relations

840 Demographic Economics
- 841 Demographic economics

850 Human Capital
- 851 Human capital

900 Welfare Programs; Consumer Economics; Urban and Regional Economics

910 Welfare Programs
- 911 General welfare programs
- 912 Economics of education (consumption side)
- 913 Economics of health
- 914 Economics of poverty
- 915 Social security (public superannuation and survivors' benefits)
- 916 Economics of crime
- 917 Economics of discrimination

920 Consumer Economics
- 921 Consumer economics

930 Urban Economics
- 931 Urban economics and public policy
- 932 Housing economics (includes non-urban housing)
- 933 Urban transportation economics

940 Regional Economics
- 941 Regional economics

ATTACHMENT VI

New Books: An Annotated Listing

Classification System for Books

000 General economics; Theory; History; Systems
- 010 General economics
- 020 General economic theory
- 030 History of thought; methodology
- 040 Economic history
- 050 Economic systems

100 Economic growth; Development; Planning; Fluctuations
- 110 Economic growth; development; and planning theory and policy
- 120 Economic development studies
- 130 Economic fluctuations, forecasting, stabilization, and inflation

200 Quantitative economic methods and data
- 210 Econometric, statistical, and mathematical methods and models
- 220 Economic and social statistics

300 Monetary and fiscal theory and institutions
- 310 Domestic monetary and financial theory and institutions
- 320 Domestic fiscal theory and policy; public finance

400 International economics
- 410 International trade theory
- 420 Trade relations; commescial policy; international integration
- 430 Balance of payments; international finance
- 440 International investment and foreign aid

500 Administration; Business finance, Marketing; Accounting
- 510 Administration
- 520 Business finance and investment
- 530 Marketing
- 540 Accounting

600 Industrial organization; Technological change; Industry studies
- 610 Industrial organization and public policy
- 620 Economics of technological change
- 630 Industry studies
- 640 Economic capacity

700 Agriculture; Natural resources
- 710 Agriculture
- 720 Natural resources
- 730 Regional geography

800 Manpower; Labor; Population
- 810 Manpower training and allocation; labor force and supply
- 820 Labor market; public policy
- 830 Trade unions; collective bargaining; labor-management relations
- 840 Demographic economics
- 850 Human capital

900 Welfare programs; Consumer economics; Urban and regional economics
- 910 Welfare programs
- 920 Consumer economics
- 930 Urban economics
- 940 Regional economics

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
Cable Address - INTBAFRAD

INTERNATIONAL DEVELOPMENT ASSOCIATION
Cable Address - INDEVAS

1818 H Street N.W. Washington, D.C. 20433, U.S.A.
Area Code 202 - Telephone EXecutive 3-6360

June 5, 1975

. Wendell W. Simons
sistant University Librarian
iversity of California at Santa Cruz
NTA CRUZ
lifornia 95064

ar Ms. Simons:

I am on a summer appointment to devise, for the World Bank, a simple assification and retrieval system for a 25,000 collection of pcitures and slides enable to usual, manual/secretarial applications, perhaps with remote possibility computer processing, if costs and skills can be justified and secured.

By way of background, the World Bank is the oldest and largest inter- tional organization devoted to promoting the growth of developing economies and sociated with the United Nations.

The Bank's Information and Public Affairs Department, of which the Photo brary is a part under the Audio Visual Division, seeks to carry out the informa- onal and public affairs objectives of the Bank in a systematic program of press nferences, press releases, active liaison with related and concerned institutions, blication of sectoral papers and informative booklets, utilization of radio and levision, motion picture and other media. The focus is on conditions prevailing developing countries and informing various publics on the concerns of the Bank furthering development of its member Nations.

The Photo Library serves as a repository of the activities of the Audio sual Division in preserving, organizing and making the photographs, slides and ated documentation available for various informational and publishing needs of Bank itself, as well as other international organizations and users, such as rnalists and pressmen, publishers and editors, authors and teachers, television ducers and picture researchers, etc. The collection has been developed over years from the pictures taken on various occasions such as signing of loans, tings of the Board of Governors, visits of foreign dignitaries, and pictures projects and operations financed by the Bank. The larger segments, however, the result of features planned and produced by the Audio Visual Division, h as the one recently shown on Mexico, on public television under Bill Moyers' orts.

ATTACHMENT VII

s. Wendell W. Simons

June 5, 1975

By way of request, would it be possible to send us a couple of slides ith computer printed labels, as well as the names of supplies and suppliers, and he printer on which it is printed (e.g. Flexowriter)? Could we also, if possible, orrow the program written for your needs for a review, for possible adaption for ur needs, by the Computing Center people here.

Since slide curatorship is not my area, I am reviewing the reported iterature to draw upon from the practices obtaining elsewhere and I would greatly ppreciate any comments and suggestions you might find it possible to offer.

Sincerely,

Adepu Bikshapathi
Consulting Librarian
Information & Public Affairs

ATTACHMENT VII

UNIVERSITY OF CALIFORNIA, SANTA CRUZ

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO

SANTA BARBARA • SANTA CRUZ

THE UNIVERSITY LIBRARY

SANTA CRUZ, CALIFORNIA 95060

June 10, 1975

Adepu Bikshapathi
Consulting Librarian
Information and Public Affairs
1818 H Street, N.W.
Washington, D.C. 20433

Dear Adepu Bikshapathi:

I have your letter of June 5, 1975 asking about slide classification and computer applications to it. It was not clear from your letter whether you have a copy of A Slide Classification System, the book we published in 1970 on the Santa Cruz approach to classifying slides. If you do not have it I think this would be a good place to start, for it has in addition to classification tables, a lengthy discussion of the philosophy of classifying picture images, which has to be quite different from classifying verbal information. The book is out of print but can be obtained through the E.R.I.C., as described on the enclosed card.

Another recent book which may be of help is Slide Libraries, by Betty Jo Irvine: Libraries Unlimited, Inc.; Littleton, Colorado, 1974. This book does not have detailed explanations of classification systems but offers information on equipment, supplies, suppliers, organizational problems, etc.

We do not produce computer-printed labels for our slides. The labelling is all done by library staff on a micro-elite typewriter. The computer application in use at Santa Cruz is limited to production of printed lists of our slides in the format shown on p. 13 of the enclosed pamphlet. The programming necessary to produce simple lists from punched cards is quite elementary and could be accomplished by your own people to fit your own requirements. We do not distribute our programs because varying hardware configurations almost always make the direct transfer of a program from one system to another impossible without considerable modification. For a program this simple it is far better to start fresh.

George Fennich

I hope this will have been helpful to you. You might also find assistance in other Washington agencies. I recently talked with Miss Norah Jason, Fire Research Information Services, National Bureau of Standards (Bldg. 225, Room A57), who is beginning a classification project and appeared to me to have a very sound understanding of the problems. The National Portrait Gallery, Smithsonian Institution, has been interested in our system for several years and may be using some modified form of it. Mrs. Virginia Purdy was the person we last corresponded with there.

I wish you best of luck in your undertaking.

Sincerely,

Wendell W. Simons

Wendell W. Simons
Associate University Librarian

Encl.

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
Cable Address - INTBAFRAD

INTERNATIONAL DEVELOPMENT ASSOCIATION
Cable Address - INDEVAS

1818 H Street, N.W. Washington, D. C. 20433, U.S.A.
Area Code 202 - Telephone - EXecutive 3-6360

June 13, 1975

Ms. Wendell W. Simons
Associate University Librarian
University of California at Santa Cruz
SANTA CRUZ
California 95060

Dear Ms. Simons:

Thank you for your letter of June 10, the IBM publication, and other helpful suggestions.

It was on the basis mainly of your work and Betty Jo Irvine's Slide Libraries that I felt encouraged to undertake the project, but it soon seemed clear, as I kept expressing to Ms. Nancy DeLaurier, Department of Art and Art History, University of Missouri-Kansas City, Kansas City, Missouri 64110, and Ms. Maryellen LoPresti of Georgia Tech who adopted your classification system, that both were aimed at collections belonging to art and architecture departments of universities or colleges, museums, galleries, etc., whose development and approach are historical and whose purpose, among other things, is instructional. As I described in my letter within the context of the Institution and the Division of which the Photo Library is a part, its collection is composed of pictorial documents representing the activities and programs, and tends to serve as a continuous pictorial record and visual resource center to support the informational and public affairs activities of the Bank.

Theoretical attempts toward designing classification systems, even with practical objectives in mind, tend to claim known and knowable knowledge, and such efforts for universality and generalizability of classification schemes seem sound for academic collections where reception to such ideal/theoretical systems aiming at universal coverage and encompassing all abstract and concrete knowledge and facilities and resources exist for these to flourish, but somewhat inpractical and uneconomical for collections serving the specialized institutional needs, whose skills and costs in measures academic institutions can afford to sponsor, cannot be justified.

Approaches to organizing the collection should, therefore, be as varied as the types of collections and institutions of which they are part. The dominant principle then is workability rather than the universality or generalizability. Intellectual foundations upon which a system may be built is one thing; its applicability to specialized needs is another. Needs and users, nature and type of collection should be as much a part of the foundations as the intellectual principles upon which the classification systems should rest.

ATTACHMENT VII

As a measure of economy and efficiency, various segments or various information syb-systems of a large organization should be so devised as to share in and draw upon existing files and efforts and to prove capable of yielding to larger design, should such a unified information system ever be conceived and implemented, whose significance and importance need hardly be emphasized. Meanwhile, newly-felt necessities should be met with in the direction of achieving coherence and interrelatedness among the existing systems and resources.

Against this rationale, I am utilizing the computer files, code registers, and other resources designed for other sub-systems of the organization. Since all functions of the Bank are viewed with geographical perspective by member country, all operations in the Bank are designed to serve this purpose. For instance, I have outlined to classify all alide material under geographic approach, adopting an Alpha-3 code of ISO International Standard 3166, a uniform system for representing and coding country names, to which the element of Sector and its sub-sectors (on which all our operations are based), and element of time, will be subordinated to constitute the classification, or call number. To individualize it, it will be cuttered by photographer's name.

Since several international organizations, such as the UN Statistical Office, the World Intellectual Property Organization (WIP), the International Chamber of Shipping (ICS), the International Air Transport Association (IATA), and the US Department of Commerce, whose Federal Information Processing Standard Code (FIPS 10) has been the basis for code used by such diverse organizations as the International Atomic Energy Authority (IAEA), UNESCO, and NATO, and some others still investigating the possibility of abandoning their own traditional codes in favor of ISO's, I looked upon it as something that came very handy as well as quite suitable to fulfill the classification purpose here. In regard to the second subordinate element (sector or subject, theme or concept, caption or visual identification) in the classification scheme, the numerical codes being considered for adoption were drawn by another division of the Bank from the "International Standard Industrial Classification" of the United Nations, which forms by far the greater portion of the whole and from which all the codes are expected to be obtained for various needs of the Bank. (A worksheet example is enclosed for comments and criticism.) The rest of the classification or call number is obvious.

While it may be a point, in deference, against adopting wholesale or modified schemes of classification designed for a different sort of collection and purpose, my argument lies in identifying the special nature of collection and operation within the whole information system, and my motivation is to tie in and integrate into it so as to simplify the task of updating and upkeeping the system only by following the sources as and when they are revised by others elsewhere in the Bank itself. The approach, as you recognize, is one of demanding special librarianship and the task needs to be looked at that way in my understanding.

Since I am new to the consulting business, an adventure in expertise/ specialty, I continue to value your interaction and guidance along the way, while

ATTACHMENT VII

I will keep in touch with those you suggested in this area. I realize I am drawing on your time and will be grateful for comments and criticism, from which I wish to profit.

Sincerely,

Adepu Bikshapathi
Consulting Librarian
Information & Public Affairs

ATTACHMENT VIII

May 27, 1975

Dear Ms. LoPresti:

I have read with great interest your article in Special Libraries (November, 1973), which prompts me to make a couple of inquiries:

(1) Have you come across in your questionnaire survey any collection composed of recent photographs and slides intended to serve photojournalism or kindred activities that developed an indexing and retrieval system amenable to computer applications, as opposed to those of art and architecture departments/colleges, museums, galleries, etc. whose development and approach is historical and whose purpose among other things is instructional?

(2) Could you send us a couple of samples of slides with computer printed labels. Have you developed a separate format for this purpose, or has the information prepared for the catalog been manipulated for printing the slide labels? I would appreciate your adding any information on the preparation and printing of slide labels as well as on other items that you may consider relevant to our needs.

The collection here is composed of photographs and slides, numbering approximately 25,000 items and representing the programs and activities of the institution.

Sincerely,

cc: Mr. Noone

Adepu Bikshapathi
Consulting Librarian

Ms. Maryellen LoPresti
Catalog Slide Librarian
Prince Gilbert Memorial Library
Georgia Institute of Technology
Atlanta, Georgia 30332

AB:bks

ATTACHMENT VIII

June 3, 1975

Ms. Maryellen LoPresti
Catalog Slide Librarian
Prince Gilbert Memorial Library
Georgia Institute of Technology
Atlanta, Georgia 30302

Dear Ms. LoPresti:

I trust you received my letter of May 27, copy enclosed. In case you will find time and convenience to respond, would it be possible to include the program written for your needs, or would you suggest we rather obtain a copy direct from your Computing Center?

With thanks.

Sincerely,

Adepu Bikshapathi
Consulting Librarian

Enclosure

ATTACHMENT VIII

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
Cable Address - INTBAFRAD

INTERNATIONAL DEVELOPMENT ASSOCIATION
Cable Address - INDEVAS

1818 H Street, N.W. Washington, D.C. 20433, U.S.A.
Area Code 202 - Telephone - EXecutive 3-6360

June 10, 1975

s. Nancy DeLaurier
epartment of Art and Art History
niversity of Missouri-Kansas City
ANSAS CITY
issouri, 64110

ear Ms. DeLaurier:

I am on a summer consulting appointment at the World Bank to develop or their Photo Library a simple classification system with in-built machine ndexability, and to suggest procedures, based on special library practices, on iling, retrieving and circulating the visual resource materials, and on related ntters.

To describe briefly the situation in proper context, the World Bank is he oldest and largest international organization devoted to promoting the growth f developing economies and associated with the United Nations.

The Bank's Information and Public Affairs Department, of which the Photo ibrary is a part under the Audio Visual Division, seeks to carry out the informa- ional objectives of the Bank, chiefly to present a coherent institutional image f what it does, supported by its own documents, by a systematic program of press nferences, press releases, active liaison with related and concerned institutions, ublication of sectoral papers and informative booklets, utilization of radio and elevision, motion picture and other media. The focus is on conditions prevailing n developing countries and informing various publics on the concerns of the Bank n furthering development of its member nations and to create public will for evelopment.

The Audio Visual Division with fully-equipped and professionally-manned icilities such as recording studio for the production of radio recorded programs d 16 mm motion pictures, and a photographic laboratory for the production and rocessing of color and black-and-white photography, cooperates, among other things, th professional broadcasters, photographers, and producers of material intended r broadcast or photographic use, as well as rendering technical and advisory ervices internally to other departments regarding use of audio visual equipment d techniques in their operation.

ATTACHMENT VIII

Ms. Nancy DeLaurier

June 10, 1975

The Photo Library serves as a visual resource for the documents produced by the Audio Visual Division in preserving, organizing and making the photographs, slides and related documentation available for various informational and publishing needs of the Bank itself, as well as other international organizations and users, such as journalists and pressmen,, publishers and editors, authors and teachers, television producers and professional picture researchers, etc. The collection, comprising 25,000 items of black-and-white photographs and color slides, has been developed over the years from the pictures taken on various occasions such as signing of loans, meetings of the Board of Governors, visits of foreign dignitaries, as well as those of the projects and operations financed by the Bank. The larger segments, however, are the result of features planned and produced by the Audio Visual Division, such as the one-hour television show on Mexico recently shown on Public Television under Bill Moyers' "International Reports".

Lately, the Photo Library has been mainly concerned with meeting, somewhat strenuously and at the expense of the users' time, demands placed by the Divisional Staff, whose long-felt need has been to gain ready access to the collection according to the needs of the jobs undertaken, viz., to be able to locate material for visual inspection by a given theme or concept, subject or sector, guided by a suitable filing and indexing system. The Division has conceived of having the holdings reappraised and a system developed for classifying, cataloging, filing, retrieving, and circulating the material in such a way as to result in economy of time and effort desirable for such a specialized operation.

The Columbia University Fine Arts collection curator felt (when I talked to her about a month ago) that you might put me in touch with those that are engaged in similar efforts, dealing particularly with a collection of somewhat photojournalism nature, as opposed to that of art and architecture departments of universities or colleges, museums, galleries, etc., whose development and approach is historical and those purpose, among other things, is instructional. Since there is very little work done in this area, at least as seen in the published literature, I would like to draw upon past efforts and share with those engaged in similar assignments if you can possibly put me in touch with them.

Sincerely,

Adepu Bikshapathi
Consulting Librarian
Information & Public Affairs

ATTACHMENT IX

WORLD BANK PHOTO LIBRARY

Slide Classification Scheme

(To be indexed by UWIS software package as adapted for IBM 5700 computer)

pha Code[1] for pgraphical Entity	Sector - Subsector[2]	Key Word(s) in Caption and added Descriptor(s)[3]	Photo-grapher Code[4]	Year[5]
AFG (Afghanistan)	01000	Electric Power		
	01010	Electric Power - Hydro		
ALB (Albania)	01020	Electric Power - Thermal		
	01030	Electric Power - Nuclear		
DZA (Algeria)	01040	Electric Power - Trans-mission and Distribution		
ASM (American Samoa)	01500	Electric Power Before 7-1-66		
AND (Andorra)	01900	Electric Power		
AGO (Angola)	02000	Transportation		
	02010	Transportation - Railroads		
ATA (Antarctica)	02021	Transportation - Main Roads and Highways		
ATG (Antigua)	02022	Transportation - Feeder Roads and Highways		
ARG (Argentina)	02023	Transportation - Toll Roads and Highways		
AUS (Australia)	02030	Transportation - Shipping		
	02040	Transportation - Ports		
	02050	Transportation - Waterways		
	02060	Transportation - Airlines and Airports		

1 Adopted from International Organization for Standardization, to be updated as and when new states are formed or old states are renamed.
2 Adopted from contents of file purpose of loan.
3 Based on or related to Macrothesaurus; a Basic List of Economic and Social Development Terms developed by the Organization for Economic Cooperation and Development or to be guided by established terminology lists. (Not to be coded for the present.)
4 Photographers alpha-numeric code.
5 Year of the picture taken.

ATTACHMENT IX

ha Code for graphical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
UT (Austria)	02070 Transportation - Pipelines			
HS (Bahamas)	02500 Transportation Before 7-1-66			
HR (Bahrain)	02990 Transportation - Others			
GD (Bangladesh)	03000 Telecommunications			
RB (Barbados)	03010 Telecommunications - Telephone/Telegraph			
FL (Belgium)	03030 Telecommunications - Microwave			
LZ (Belize)	03040 Telecommunications - Radio			
MU (Bermuda)	03500 Telecommunications Before 7-1-66			
TN (Bhutan)	03990 Telecommunications - Other			
OL (Bolivia)	04000 Agriculture			
WA (Botswana)	04010 Agriculture - Farm Mechanization			
VT (Bouvet Island)	04020 Agriculture - Irrigation and Flood Control			
RA (Brazil)	04030 Agriculture - Land Clearance, Farm Improvement			
IB (British Antarctic Territory)	04040 Agriculture - Crop Processing and Storage			
OT (British Indian Ocean Territory)	04050 Agriculture - Livestock Improvement			
LB (British Solomon Islands)	04060 Agriculture - Forestry and Fishing			
GB (British Virgin Islands)	04070 Agriculture - Credit			
RN (Brunei)	04080 Agriculture - Research			
GR (Bulgaria)	04500 Agriculture Before 7-1-66			
UR (Burma)	04990 Agriculture - Other			
DI (Burundi)	05000 Industry			
YS (Byelorussian SSR)	05010 Industry - Iron and Steel			
	05020 Industry - Paper and Pulp			
	05030 Industry - Fertilizer			
	05040 Industry - Mining			
	05050 Industry - General Industries			
	05500 Industry Before 7-1-66			
	05990 Industry - Other			
	06000 Water Supply			
	06010 Water Supply - Water			
	06020 Water Supply - Sewerage			
	06500 Water Supply Before 7-1-66			
	06990 Water Supply - Other			

ATTACHMENT IX

ha Code for graphical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
	07000 Education			
	07010 Education - Vocational			
	07020 Education - Primary and Secondary			
	07030 Education - University			
	07500 Education Before 7-1-66			
	07990 Education - Other			
	08000 General Development			
	08010 General Development - Program			
	08500 General Development Before 7-1-66			
	09000 Post-War Reconstruction			
	09500 Post-War Reconstruction Before 7-1-66			
	10000 Development Finance Companies			
	10010 Development Finance Companies From 7-1-66			
	10500 Development Finance Companies Before 7-1-66			
	11000 Multi-Purpose Loans			
	11010 Multi-Purpose Loans From 7-1-66			
	11500 Multi-Purpose Loans Before 7-1-66			
	12000 Technical Assistance Incl. Project Preparation			
	12010 Technical Assistance From 7-1-66			
	12500 Technical Assistance Before 7-1-66			
	13000 International Finance Corporation			
	14000 Population			
	15000 Tourism			
	16000 Environmental Control			
	16010 Environmental Control - Water/Sewage			
	16020 Environmental Control - Air			
	16990 Environmental Control - Other			

MR (Cameroon)
AN (Canada)
TN (Canton and Enderbury Islands)
PV (Cape Verde Islands)
YM (Cayman Islands)
AF (Central African Republic)
CD (Chad)
HL (Chile)
HN (China)
XR (Christmas Island)
CK (Cocos (Keeling) Islands)
OL (Colombia)
OM (Comoro Islands)
OG (Congo)
OK (Cook Islands)
RI (Costa Rica)
UB (Cuba)
YP (Cyprus)
SK (Czechoslovakia)
HY (Dahomey)
NK (Denmark)
MA (Dominica)
OM (Dominican Republic)

ATTACHMENT IX

ha Code for graphical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
ATN (Dronning Maud Land)	17000 Urbanization			
ECU (Ecuador)	99990 Dummy Record			
EGY (Egypt)				
SLV (El Salvador)				
GNQ (Equatorial Guinea)				
ETH (Ethiopia)				
FRO (Faeroe Islands)				
FLK (Falkland Islands (Malvinas))				
FJI (Fiji)				
FIN (Finland)				
FRA (France)				
AFI (French Afars and Issas)				
GUF (French Guiana)				
PYF (French Polynesia)				
ATF (French Southern and Antarctic Territories)				
GAB (Gabon)				
GMB (Gambia)				
DDR (German Democratic Republic)				
FRG (Germany, Federal Republic of)				
GHA (Ghana)				
GIB (Gibraltar)				
GIL (Gilbert and Ellice Islands)				

ATTACHMENT IX

ha Code for graphical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
GRC (Greece)				
GRL (Greenland)				
GRD (Grenada)				
GLP (Guadeloupe)				
GUM (Guam)				
GTM (Guatemala)				
GIN (Guinea)				
GNB (Guinea-Bissau)				
GUY (Guyana)				
HTI (Haiti)				
HMD (Heard and Mc Donald Islands)				
HND (Honduras)				
HKG (Hong-Kong)				
HUN (Hungary)				
ISL (Iceland)				
IND (India)				
IDN (Indonesia)				
IRN (Iran)				
IRQ (Iraq)				
IRL (Ireland)				
ISR (Israel)				
ITA (Italy)				
IVY (Ivory Coast)				
JAM (Jamaica)				
JPN (Japan)				
JTN (Johnston Island)				
JOR (Jordan)				

ATTACHMENT IX

ha Code for graphical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
KEN (Kenya)				
KHM (Khmer Republic)				
PRK (Korea, Democratic People's Republic of)				
KOR (Korea, Republic of)				
KWT (Kuwait)				
LAO (Laos)				
LBN (Lebanon)				
LSO (Lesotho)				
LBR (Liberia)				
LBY (Libya)				
LIE (Liechtenstein)				
LUX (Luxembourg)				
MAC (Macao)				
MDG (Madagascar)				
MWI (Malawi)				
MYS (Malaysia)				
MDV (Maldives)				
MLI (Mali)				
MLT (Malta)				
MTQ (Martinique)				
MRT (Mauritania)				
MUS (Mauritius)				
MEX (Mexico)				
MID (Midway Islands)				
MCO (Monaco)				

ATTACHMENT IX

le for ical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
ongolia)				
ontserrat)				
rocco)				
zambique)				
mibia)				
uru)				
pal)				
therlands)				
therlands illes)				
utral Zone)				
w Caledonia)				
w Hebrides)				
w Zealand)				
caragua)				
ger)				
geria)				
ue Island)				
rfolk Island)				
rway)				
an)				
cific Islands ust Territory))				
kistan)				
nama)				

ATTACHMENT IX

ode for itical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo- grapher Code	Year
(Panama Canal Zone)				
(Papua New Guinea)				
(Paraguay)				
(Peru)				
(Philippines)				
(Pitcairn Islands)				
(Poland)				
(Portugal)				
(Portuguese Timor)				
uerto Rico)				
(Qatar)				
Reunion)				
Romania)				
Rwanda)				
St. Helena)				
St. Kitts-Nevis-nguilla)				
St. Lucia)				
St. Pierre and iquelon)				
St. Vincent)				
San Marino)				
ao Tome and incipe)				
Saudi Arabia)				
enegal)				

ATTACHMENT IX

de for ical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo- grapher Code	Year
eychelles)				
ierra Leone)				
ikkim)				
ingapore)				
omalia)				
outh Africa)				
outhern odesia)				
pain)				
panish Sahara)				
ri Lanka)				
udan)				
rinam)				
valbard and n Mayen lands)				
vaziland)				
veden)				
vitaerland)				
yria)				
aivan, vince of)				
nzania, United ublic of)				
ailand)				
go)				

ATTACHMENT IX

de for ical Entity	Sector - Subsector	Key Word(s) In Caption and added Descriptor(s)	Photo-grapher Code	Year
Tokelau Islands)				
Tonga)				
Trinidad and obago)				
Tunisia)				
Turkey)				
Turks and Cai- s Islands)				
Uganda)				
Ukrainian SSR)				
nion of Soviet cialist publics)				
nited Arab irates)				
nited Kingdom)				
nited States)				
nited States c. Pacific lands)				
nited States rgin Islands)				
pper Volta)				
uguay)				
tican City te (Holy See))				
nezuela)				
et-Nam, Demo- tic Republic				

ATTACHMENT IX

Code for phical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
(Viet-Nam, Republic of)				
(Wake Island)				
(Wallis and Futuna Islands)				
(Western Samoa)				
(Yemen)				
(Yemen, Democratic)				
(Yugoslavia)				
(Zaire)				
(Zambia)				

ATTACHMENT IX

PHOTOGRAPHER ALPHANUMERIC CODE*

With a view to identify each slide by photographer, the following symbols should be used to designate the photographers to be able to differentiate call numbers.

It is composed of initial followed by Arabic numbers to be used decimally and assigning on the basis of tables given below in a manner in which the alphabetic order of names within a given sector/ subsector is preserved.

After the initial letter S:

for the second letter:	a	ch	e	h	mop	t	u
use number	2	3	4	5	6	7-8	9

After other initial consonants:

for the second letter:	a	e	i	o	v	u
use number	3	4	5	6	7	8

After initial vowels:

for the second letter:	b	d	lm	n	p	r	st
use number	2	3	4	5	6	7	8

* Based on Library of Congress Author Numbers

ATTACHMENT IX

CLASSIFICATION AND INDEXING WORKSHEET

CAPTION:

Alpha-3 Geographic Code		DESCRIPTORS
Sectoral Categori-zation		1. 2. 3. 4. 5. 6.
Photographer Alphanumeric Code		
Year		

CLASSIFICATION AND INDEXING WORKSHEET

CAPTION:

Alpha-3 Geographic Code		DESCRIPTORS
Sectoral Categori-zation		1. 2. 3. 4. 5. 6.
Photographer Alphanumeric Code		
Year		

ATTACHMENT X

WORLD BANK PHOTO LIBRARY

Slide Classification Scheme

(To be indexed by UWIS software package as adapted for B5700, computer)

lpha Code/1 for graphical Entity	Sector - Subsector/2	Key Word(s) in Caption and added Descriptor(s)/3	Photo-grapher Code/4	Year/5
AFG (Afghanistan)	x10000	Agriculture, Hunting, Forestry, Fishing,		
ALB (Albania)	x11000	Agriculture, Hunting		
DZA (Algeria)	x11100	Agriculture, livestock production		
ASM (American Samoa)	x11101	Tree crop development		
	x11102	Other crop development		
AND (Andorra)	x11103	Livestock		
AGO (Angola)	x11200	Agricultural services		
	x11300	Hunting, trapping, game propagation		
ATA (Antarctica)	x12000	Forestry, logging		
ATG (Antigua)	x12100	Forestry		
ARG (Argentina)	x12200	Logging		
AUS (Australia)	x13000	Fishing		
	x13010	Ocean and coastal fishing		
	x13020	Fishing not elsewhere classified		

/1 Adopted from International Organization for Standardization, to be updated as and when new states are formed or old states are renamed.
/2 Adopted from Unified Purpose Code.
/3 Based on or related to Macrothesaurus; a Basic List of Economic and Social Development Terms developed by the Organization for Economic Cooperation and Development or to be guided by established terminology lists. (Not to be coded for the present.)
/4 Photographer alpha-numeric code.
/5 Year of the picture taken

ATTACHMENT X

Geographical Entity	Subsector	Key Word(s) in Caption and added Descriptor(s)	Photographer Code	Year
AUT (Austria)	x20000	Mining, Quarrying		
BHS (Bahamas)	x21000	Coal mining		
BHR (Bahrain)	x22000	Crude petroleum, natural gas		
BGD (Bangladesh)	x23000	Metal ore mining		
BRB (Barbados)	x23010	Iron ore mining		
BEL (Belgium)	x23020	Non-ferrous ore mining		
BLZ (Belize)	x23021	Uranium		
BMU (Bermuda)	x23022	Bauxite		
BTN (Bhutan)	x23023	Copper		
BOL (Bolivia)	x23024	Other non-ferrous ore mining		
BWA (Botswana)	x29000	Other mining		
BVT (Bouvet Island)	x29010	Stone quarrying, clay and sand pits		
BRA (Brazil)	x29020	Chemical and fertilizer mineral mining		
ATB (British Antarctic Territory)	x29030	Salt mining		
IOT (British Indian Ocean Territory)	x29090	Mining and quarrying not elsewhere classified		
SLB (British Solomon Islands)	x30000	Manufacturing		
VGB (British Virgin Islands)	x31000	Food, beverages, tobacco		
BRN (Brunei)	x31100	Food		
BGR (Bulgaria)	x31110	Slaughtering, preparing and preserving meat		
BUR (Burma)	x31120	Dairy products		
BDI (Burundi)	x31130	Canning and preserving of fruits and vegetables		
BYS (Byelorussian SSR)	x31140	Canning and processing of fish foods		
	x31150	Vegetable and animal oils and fats		
	x31160	Grain mill products		
	x31170	Bakery products		
	x31180	Sugar factories and refineries		
	x31190	Cocoa, chocolate and sugar confectionary		
	x31200	Other foods including animal feeds		
	x31300	Beverages		
	x31310	Distilling of spirits etc.		
	x31320	Wine industries		
	x31330	Malt liquors and malt		
	x31340	Soft drinks		
	x31400	Tobacco		

ATTACHMENT X

...a Code for ...graphical Entity	Sector-Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-graphic Code	Year
CMR (Cameroon)	x32000	Textiles, wearing apparel, leather		
CAN (Canada)	x32100	Textiles		
CTE (Canton and Enderbury Islands)	x32110	Spinning, weaving and finishing		
CPV (Cape Verde Islands)	x32120	Made up goods (not clothes)		
CYM (Cayman Islands)	x32130	Knitting mills		
CAF (Central African Republic)	x32140	Carpets and rugs		
TCD (Chad)	x32150	Cordage, rope and twine		
CHL (Chile)	x32190	Textiles not elsewhere classified		
CHN (China)	x32200	Wearing apparel, except footwear		
CXR (Christmas Island)	x32300	Leather, except footwear		
CCK (Cocos (Keeling) Islands)	x32310	Tanneries and leather finishing		
COL (Colombia)	x32320	Fur dressing and dyeing		
COM (Comoro Islands)	x32330	Leather and leather substitutes		
COG (Congo)	x32400	Footwear, except rubber, plastic		
COK (Cook Islands)	x33000	Wood, wood products, furniture		
CRI (Costa Rica)	x33100	Wood, cork		
CUB (Cuba)	x33110	Sawmills, planing and other mills		
CYP (Cyprus)	x33120	Wooden and cane ware		
CSK (Czechoslovakia)	x33130	Wood and cork product not elsewhere classified		
DHY (Dahomey)	x33200	Furniture, except primarily metal		
DNK (Denmark)	x34000	Paper, printing, publishing		
DMA (Dominica)	x34100	Paper, paper products		
DOM (Dominican Republic)	x34110	Pulp, paper and paperboard		
	x34120	Containers of paper and paperboard		
	x34190	Paper products not elsewhere classified		
	x34200	Printing, publishing, allied products		
	x35000	Chemicals, chemical products		
	x35100	Industrial chemicals		
	x35110	Basic industrial chemicals except fertilizer		
	x35120	Fertilizers and pesticides		
	x35121	Fertilizers		
	x35122	Pesticides		

ATTACHMENT X

ha Code for graphical Entity	Format - Raster/Vector	Key Word(s) in Caption and added Descriptor(s)	Photographer Code	Year
ATN (Dronning Maud Land)	x35130	Synthetic materials except glass		
ECU (Ecuador)	x35200	Other chemical products		
EGY (Egypt)	x35210	Paints, varnishes and lacquers		
SLV (El Salvador)	x35220	Drugs and medicines		
GNQ (Equatorial Guinea)	x35230	Soap, cleaning and toilet preparations		
ETH (Ethiopia)	x35290	Chemical products not elsewhere classified		
FRO (Faeroe Islands)	x35300	Petroleum refineries		
FLK (Falkland Islands (Malvinas))	x35400	Misc. petroleum, coal products		
FJI (Fiji)	x35500	Rubber products		
FIN (Finland)	x35510	Tyres and tubes		
FRA (France)	x35600	Plastic products not elsewhere classified		
AFI (French Afars and Issas)	x36000	Non-metallic mineral products		
GUF (French Guiana)	x36100	Pottery, china, earthenware		
PYF (French Polynesia)	x36200	Glass, glass products		
ATF (French Southern and Antarctic Territories)	x36900	Other non-metallic mineral products		
GAB (Gabon)	x36910	Structural clay products		
GMB (Gambia)	x36920	Cement, lime and plaster		
DDR (German Democratic Republic)	x36990	Non-metallic mineral products not elsewhere classified		
DEU (Germany, Federal Republic of)	x37000	Basic metal industries		
GHA (Ghana)	x37100	Iron and steel		
GIB (Gibraltar)	x37200	Non-ferrous metals		
GIL (Gilbert and Ellice Islands)	x38000	Fabricated metal, machinery, equipment		
	x38100	Fabricated metal except machinery		
	x38110	Hand tools and general hardware		
	x38120	Furniture and fixtures		
	x38130	Structural metal products		
	x38190	Metal products not elsewhere classified		
	x38200	Machinery, except electrical		
	x38210	Engines and trubines		
	x38220	Agric. machinery and equipment		
	x38230	Metal and woodworking machinery		
	x38240	Special industrial machinery		
	x38250	Office machinery		

Alphabetical Entry	Subject	Key Word(s) in Caption and added Descriptor(s)	Photographer Code	Year
GRC (Greece)				
GRL (Greenland)	x38200	Machines and equipment not elsewhere classified		
GRD (Grenada)	x38300	Electrical machinery, appliances		
GLP (Guadeloupe)	x38310	Industrial machinery		
GUM (Guam)	x38320	Radio, TV and communications equipment		
GTM (Guatemala)	x38330	Appliances and housewares		
GIN (Guinea)	x38390	Appliances not elsewhere classified		
GNB (Guinea-Bissau)	x38400	Transport equipment		
GUY (Guyana)	x38410	Ship building and repair		
HTI (Haiti)	x38420	Railroad equipment		
HMD (Heard and Mc Donald Islands)	x38430	Motor vehicles		
HND (Honduras)	x38440	Motorcycles and bicycles		
HKG (Hong-Kong)	x38450	Aircraft		
HUN (Hungary)	x38490	Transport equipment not elsewhere classified		
ISL (Iceland)	x38500	Scientific, controlling, optical equipment		
IND (India)	x38510	Scientific and controlling equipment not elsewhere classified		
IDN (Indonesia)	x38520	Optical and photographic equipment		
IRN (Iran)	x38530	Watches and clocks		
IRQ (Iraq)	x39000	Other manufacturing		
IRL (Ireland)	x39010	Jewelry and related articles		
ISR (Israel)	x39020	Musical instruments		
ITA (Italy)	x39030	Sports goods		
CIV (Ivory Coast)	x39090	Manufactures not elsewhere classified		
JAM (Jamaica)	x40000	Electricity, Gas, Water		
JPN (Japan)	x41000	Electricity, gas, steam		
JTN (Johnston Island)	x41010	Electric light and power		
JOR (Jordan)	x41011	Hydro-electricity production and dams		
	x41012	Nuclear electricity production		
	x41013	Thermal electricity production		
	x41019	Electrical distribution		
	x41020	Gas manufacture and distribution		
	x41030	Steam and hot water supply		
	x42000	Waterworks and supply (other than agriculture)		

ATTACHMENT X

Code for Political Entity	Sector - Subsector		Key Word(s) in Caption and added Descriptor(s)	Photographer Code	Year
(Kenya)	x50000	Construction			
(Khmer Republic)	x60000	Trade, Restaurants, Hotels, tourist facilities			
(Korea, Democratic People's Rep. of)	x61000	Wholesale trade			
	x61001	Agricultural cooperatives			
(Korea, Rep. of)	x62000	Retail trade			
(Kuwait)	x63000	Restaurants, hotels, tourist facilities			
(Laos)	x63100	Restaurants, etc.			
	x63200	Hotels, etc.			
(Lebanon)	x70000	Transport, Storage, Communication			
(Lesotho)	x71000	Transport and Storage			
(Liberia)	x71100	Land transport			
	x71110	Railroads			
(Libya)	x71111	Rail transport: infrastructure			
(Liechtenstein)	x71112	Rail transport: operating equipment			
(Luxembourg)	x71150	Pipeline transport			
	x71190	Highway transport (includes the ISIC codes 7112 Urban, Suburban and interurban highway passenger transp; 7113 Other passenger land transp.; 7114 Freight transp. by road; 7116 Support services to land transp.)			
(Macao)					
(Madagascar)					
(Malawi)					
(Malaysia)					
(Maldives)	x71191	Highway transp.: infrastructure			
(Mali)	x71192	Highway transp.: operating equipment			
(Malta)	x71200	Water transport			
	x71210	Ocean and coastal			
(Martinique)	x71211	Ocean and coastal, infrastructure			
(Mauritania)	x71212	Ocean and coastal, operating equipment			
(Mauritius)	x71220	Inland water transport			
	x71221	Inland water, infrastructure			
(Mexico)	x71222	Inland water, operating equipment			
(Midway Islands)	x71230	Supporting services to water transport			
(Monaco)					

ATTACHMENT X

Code for nphical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
G (Mongolia)	x71300	Air transport		
R (Montserrat)	x71310	Air transport carriers		
R (Morocco)	x71320	Supporting services to air transp.		
Z (Mozambique)	x71900	Services allied to transport		
M (Namibia)	x71910	Services incidental to transport		
U (Nauru)	x71920	Storage and warehousing		
L (Nepal)	x71921	Agricultural storage		
D (Netherlands)	x72000	Communication		
T (Netherlands Antilles)	x80000	Finance, Insurance, Real Estate, Business Services		
Z (Neutral Zone)	x81000	Financial institutions		
L (New Caledonia)	x81010	Monetary instutions		
D (New Hebrides)	x81020	Other financial institutions		
L (New Zealand)	x81021	Agricultural development banks		
C (Nicaragua)	x81022	Industrial development		
R (Niger)	x81030	Financial services		
A (Nigeria)	x82000	Insurance		
U (Niue Island)	x83000	Real estate, business services		
K (Norfolk Island)	x83100	Real estate		
R (Norway)	x83200	Business services, except rentals		
(Oman)	x83210	Legal services		
(Pacific Islands (Trust Territory))	x83220	Accounting services, etc.		
(Pakistan)	x83230	Data processing services		
(Panama)	x83240	Technical services		
	x83250	Advertising services		
	x83290	Business services not elsewhere classified		
	x83300	Rental of equipment, machinery		
	x90000	Community, Social, Personal Services		
	x91000	Public administration, defence		
	x91010	General government services		
	x91020	Defence		
	x91030	Education		
	x91040	Health		
	x91050	Social security, welfare		
	x91060	Housing, community amenities		
	x91070	Other community, social services		

Code for phical Entity	Sector - Subsector	Key Word(s) In Caption and added Descriptor(s)	Photographer Code	Year
(Panama Canal Zone)	x91080	Economic services		
	x91081	Irrigation and related activities (for dams see also x41011)		
(Papua New Guinea)				
(Paraguay)	x91082	Land development & reclamation		
(Peru)	x91083	Land settlement & compensation		
(Philippines)	x91084	Buffer stock financing, agriculture		
(Pitcairn Islands)	x91086	Buffer stock financing, other		
(Poland)	x91099	Other purposes		
	x92000	Sanitary, similar services		
(Portugal)	x93000	Social, related community services		
(Portuguese Timor)	x93100	Education		
	x93101	University		
Puerto Rico)	x93102	Higher technical institutes		
(Qatar)	x93103	Vocational training institutes etc		
(Reunion)	x93104	Other education and training		
(Romania)	x93200	Research, scientific institutes		
(Rwanda)	x93300	Medical, dental, veterinary services		
(St. Helena)	x93310	Medical and dental service		
	x93320	Veterinary services		
(St. Kitts-Nevis-Anguilla)	x93400	Welfare institutions		
	x93500	Business, prof., labor associations		
(St. Lucia)	x93600	Family planning and related services		
(St. Pierre and Miquelon)	x93900	Other social, community services		
	x93910	Religious organizations		
(St. Vincent)	x93990	Social and related services not elsewhere classified		
(San Marino)	x94000	Recreation, cultural services		
(Sao Tome and Principe)	x94100	Motion picture, entertainment		
(Saudi Arabia)	x94110	Motion picture production		
	x94120	Motion picture distribution etc.		
(Senegal)				

ATTACHMENT X

Code for phical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
YC (Seychelles)	x94130	Radio and TV broadcasting		
LE (Sierra Leone)	x94140	Theatrical productions etc.		
KM (Sikkim)	x94150	Independent artists not elsewhere classified		
GP (Singapore)	x94200	Libraries, museums, other cultural		
OM (Somalia)	x94900	Amusement, recreation		
AF (South Africa)	x95000	Personal, household services		
RO (Southern Rhodesia)	x95100	Repair services		
SP (Spain)	x95110	Footwear and leather goods repai		
SH (Spanish Sahara)	x95120	Electrical appliances repair		
CA (Sri Lanka)	x95130	Motor vehicles repair		
DN (Sudan)	x95140	Watches, clocks and jewelry repair		
SR (Surinam)	x95190	Other repairs not elsewhere classified		
SJ (Svalbard and Jan Mayen Islands)	x95200	Laundries, dry cleaning		
SZ (Swaziland)	x95300	Domestic services		
SE (Sweden)	x95900	Misc. personal services		
CH (Switzerland)	x95910	Barber and beauty shops		
SY (Syria)	x95920	Photographic studios		
TW (Taiwan, Province of)	x95990	Personal services not elsewhere classified		
TA (Tanzania, United Republic)	x96000	International, extra-territorial bodies		
TH (Thailand)	x97000	Sectors not specified		
TO (Togo)	x97100	Multisector aid not separately allocable		
	x97200	Sectors not identifiable		
	x98000	Commitments to be allocated		

ATTACHMENT X

ode for ical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
Tokelau Islands)				
Tonga)				
Trinidad and obago)				
Tunisia)				
Turkey)				
Turks and Cai-os Islands)				
Uganda)				
Ukrainian SSR)				
Union of Soviet cialist epublics)				
United Arab mirates)				
United Kingdom)				
United States)				
United States sc. Pacific lands)				
nited States rgin Islands)				
pper Volta)				
ruguay)				
atican City ate (Holy See))				
nezuela)				
iet-Nam, Demo-tic Republic)				

ATTACHMENT X

ode for tical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
Viet-Nam, Re-ublic of)				
Wake Island)				
Wallis and utuna Islands)				
Western Samoa)				
Yemen)				
Yemen, Demo-ratic)				
Yugoslavia)				
Zaire)				
Zambia)				

PHOTOGRAPHER ALPHANUMERIC CODE*

With a view to identify each slide by photographer, the following symbols should be used to designate the photographers to be able to differentiate call numbers.

It is composed of initial followed by Arabic numbers to be used decimally and assigning on the basis of tables given below in a manner in which the alphabetic order of names within a given sector/ subsector is preserved.

After the initial letter S:

for the second letter:	a	ch	e	h	mop	t	u
use number	2	3	4	5	6	7-8	9

After other initial consonants:

for the second letter:	a	e	i	o	v	u
use number	3	4	5	6	7	8

After initial vowels:

for the second letter:	b	d	lm	n	p	r	st
use number	2	3	4	5	6	7	8

---

* Based on Library of Congress Author Numbers

ATTACHMENT X

CLASSIFICATION AND INDEXING WORKSHEET

CAPTION:

Alpha-3 Geographic Code		DESCRIPTORS
Sectoral Categori-zation		1. 2. 3. 4. 5. 6.
Photographer Alphanumeric Code		
Year		

CLASSIFICATION AND INDEXING WORKSHEET

CAPTION:

Alpha-3 Geographic Code		DESCRIPTORS
Sectoral Categori-zation		1. 2. 3. 4. 5. 6.
Photographer Alphanumeric Code		
Year		

ATTACHMENT XI

WORLD BANK PHOTO LIBRARY

Slide Classification Scheme

(To be processed by UNIS software package as adapted for 1S700 computer)

...d Code/1 for ...graphical Entity	Sector - Subsector /2	Key Word(s) in Caption and added Descriptor(s)/3	Photo-grapher Code/4	Year/5
AFG (Afghanistan)	100-110 General Information			
ALB (Albania)	111-119 Geography and Environment			
DZA (Algeria)	120-129 Population and Family Planning			
ASM (American Samoa)	130-149 Government Administration and Services			
AND (Andorra)				
AGO (Angola)	150-159 Development and Development Planning			
ATA (Antarctica)	160-199 International Organizations and Relations			
ATG (Antigua)				
ARG (Argentina)	200-209 National and Natural Resources			
AUS (Australia)	210-219 Manpower			
	220-229 Agriculture, Forestry and Fisheries.			

/1 Adopted from International Organization for Standardization, to be updated as and when new states are formed or old states are renamed.
/2 Adopted from Research Files and Library Services.
/3 Based on or related to Macrothesaurus; a Basic List of Economic and Social Development Terms developed by the Organization for Economic Cooperation and Development or to be guided by established terminology lists. (Not to be coded for the present.)
/4 Photographer alpha-numeric code.
/5 Year of the picture taken.

ATTACHMENT XI

Geographical Entity	Sector - Collection	Key Word(s) In Caption and added Descriptor(s)	Photographer Code	Year
AUT (Austria)	230-239 Minerals and Fuels			
BHS (Bahamas)	240-249 Industry			
BHR (Bahrain)	250-259 Public Utilities			
BGD (Bangladesh)	260-269 Transport and Communications			
BRB (Barbados)	270-279 Construction Industry			
BEL (Belgium)	280-289 Urbanization			
BLZ (Belize)	290-299 Housing			
BMU (Bermuda)	300-329 National Finances			
BTN (Bhutan)	330-349 Government Finances			
BOL (Bolivia)	350-359 Prices and Domestic Trade			
BWA (Botswana)	360-399 National Income			
BVT (Bouvet Island)	400-409 International Trade			
BRA (Brazil)	410-419 External Trade			
ATB (British Antarctic Territory)	420-429 Foreign Exchange			
IOT (British Indian Ocean Territory)	430-439 Balance of Payments			
SLB (British Solomon Islands)	440-442 External Investment, Lending and Borrowing			
VGB (British Virgin Islands)				
BRN (Brunei)				
BGR (Bulgaria)				
BUR (Burma)				
BDI (Burundi)				
BYS (Byelorussian SSR)				

ATTACHMENT XI

n Code for raphical Entity	Number - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
CMR (Cameroon)				
CAN (Canada)				
CTE (Canton and Enderbury Islands)				
CPV (Cape Verde Islands)				
CYM (Cayman Islands)				
CAF (Central African Republic)				
TCD (Chad)				
CHL (Chile)				
CHN (China)				
CXR (Christmas Island)				
CCK (Cocos (Keeling) Islands)				
COL (Colombia)				
COM (Comoro Islands)				
COG (Congo)				
COK (Cook Islands)				
CRI (Costa Rica)				
CUB (Cuba)				
CYP (Cyprus)				
CSK (Czechoslovakia)				
DHY (Dahomey)				
DNK (Denmark)				
DMA (Dominica)				
DOM (Dominican Republic)				

ATTACHMENT XI

a Code for rophical Region	Key Word(s) in Caption and added Descriptor(s)	Photo-graphers Code	Year
ATN (Dronning Maud Land)			
ECU (Ecuador)			
EGY (Egypt)			
SLV (El Salvador)			
GNQ (Equatorial Guinea)			
ETH (Ethiopia)			
FRO (Faeroe Islands)			
FLK (Falkland Islands (Malvinas))			
FJI (Fiji)			
FIN (Finland)			
FRA (France)			
AFI (French Afars and Issas)			
GUF (French Guiana)			
PYF (French Polynesia)			
ATF (French Southern and Antarctic Territories)			
GAB (Gabon)			
GMB (Gambia)			
DDR (German Democratic Republic)			
DEU (Germany, Federal Republic of)			
GHA (Ghana)			
GIB (Gibraltar)			
GIL (Gilbert and Ellice Islands)			

ATTACHMENT XI

...ia Code for ...raphical Entity	Section - Subsection	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
GRC (Greece)				
GRL (Greenland)				
GRD (Grenada)				
GLP (Guadeloupe)				
GUM (Guam)				
GTM (Guatemala)				
GIN (Guinea)				
GNB (Guinea-Bissau)				
GUY (Guyana)				
HTI (Haiti)				
HMD (Heard and Mc Donald Islands)				
HND (Honduras)				
HKG (Hong-Kong)				
HUN (Hungary)				
ISL (Iceland)				
IND (India)				
IDN (Indonesia)				
IRN (Iran)				
IRQ (Iraq)				
IRL (Ireland)				
ISR (Israel)				
ITA (Italy)				
CIV (Ivory Coast)				
JAM (Jamaica)				
JPN (Japan)				
JTN (Johnston Island)				
JOR (Jordan)				

ATTACHMENT XI

Code for Reshipment Entity	Purpose of Withdrawal	Key Word(s) In-Country and added Descriptor(s)	Photo-graphic Code	Year

KEN (Kenya)

KHM (Khmer Republic)

PRK (Korea, Democratic People's Republic of)

KOR (Korea, Republic of)

KWT (Kuwait)

LAO (Laos)

LBN (Lebanon)

LSO (Lesotho)

LBR (Liberia)

LBY (Libya)

LIE (Liechtenstein)

LUX (Luxembourg)

MAC (Macao)

MDG (Madagascar)

MWI (Malawi)

MYS (Malaysia)

MDV (Maldives)

MLI (Mali)

MLT (Malta)

MTQ (Martinique)

MRT (Mauritania)

MUS (Mauritius)

MEX (Mexico)

MID (Midway Islands)

MCO (Monaco)

ATTACHMENT XI

n Code for raphical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
G (Mongolia)				
R (Montserrat)				
R (Morocco)				
Z (Mozambique)				
M (Namibia)				
U (Nauru)				
L (Nepal)				
D (Netherlands)				
T (Netherlands Antilles)				
Z (Neutral Zone)				
L (New Caledonia)				
C (New Hebrides)				
L (New Zealand)				
C (Nicaragua)				
R (Niger)				
A (Nigeria)				
U (Niue Island)				
K (Norfolk Island)				
R (Norway)				
M (Oman)				
I (Pacific Islands (Trust Territory))				
K (Pakistan)				
M (Panama)				

ATTACHMENT XI

ia Code for graphical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
PCZ (Panama Canal Zone)				
PNG (Papua-New Guinea)				
PRY (Paraguay)				
PER (Peru)				
PHI (Philippines)				
PCN (Pitcairn Islands)				
POL (Poland)				
PRT (Portugal)				
TMP (Portuguese Timor)				
PRI(Puerto Rico)				
QAT (Qatar)				
REU (Reunion)				
ROM (Romania)				
RWA (Rwanda)				
SHN (St. Helena)				
SKA (St. Kitts-Nevis-Anguilla)				
LCA (St. Lucia)				
SPM (St. Pierre and Miquelon)				
VCT (St. Vincent)				
SMR (San Marino)				
STP (Sao Tome and Principe)				
SAU (Saudi Arabia)				
SEN (Senegal)				

Code for	Sector
(Seychelles)	
(Sierra Leone)	
(Somalia)	
(South Africa)	
(Southern Rhodesia)	
(Spain)	
(Spanish Sahara)	
(Sri Lanka)	
(Sudan)	
(Surinam)	
(Svalbard and Jan Mayen Islands)	
(Swaziland)	
(Sweden)	
(Switzerland)	
(Syria)	
(Taiwan, Province of)	
(Tanzania, United Republic of)	
(Thailand)	
(Togo)	

ATTACHMENT XI

ode for nical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
(Tokelau Islands)				
(Tonga)				
(Trinidad and Tobago)				
(Tunisia)				
(Turkey)				
(Turks and Cai on Is.)				
(Uganda)				
(Ukrainian [illegible]				
(Union of Soviet Socialist Republics)				
(United Arab Emirates)				
(United Kingdom)				
(United States)				
(United States misc. Pacific Islands)				
(United States Virgin Islands)				
(Upper Volta)				
(Uruguay)				
(Vatican City State (Holy See))				
(Venezuela)				
(Viet-Nam, Demo-cratic Republic of)				

ATTACHMENT XI

...a Code for ...graphical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
...M (Viet Nam, Republic of)				
...K (Wake Island)				
...F (Wallis and Futuna Islands)				
...SM (Western Samoa)				
...EM (Yemen)				
...MD (Yemen, Democratic)				
...UG (Yugoslavia)				
...ZR (Zaire)				
...ZM (Zambia)				

ATTACHMENT XI

PHOTOGRAPHER ALPHANUMERIC CODE*

With a view to identify each slide by photographer, the following symbols should be used to designate the photographers to be able to differentiate call numbers.

It is composed of initial followed by Arabic numbers to be used decimally and assigning on the basis of tables given below in a manner in which the alphabetic order of names within a given sector/ subsector is preserved.

After the initial letter S:

for the second letter:	a	ch	e	h	mop	t	u
use number	2	3	4	5	6	7-8	9

After other initial consonants:

for the second letter:	a	e	i	o	v	u
use number	3	4	5	6	7	8

After initial vowels:

for the second letter:	b	d	lm	n	p	r	st
use number	2	3	4	5	6	7	8

* Based on Library of Congress Author Numbers

ATTACHMENT XI

CLASSIFICATION AND INDEXING WORKSHEET

CAPTION:

Alpha-3 Geographic Code		DESCRIPTORS
Sectoral Categorization		1. 2. 3. 4. 5. 6.
Photographer Alphanumeric Code		
Year		

CLASSIFICATION AND INDEXING WORKSHEET

CAPTION:

Alpha-3 Geographic Code		DESCRIPTORS
Sectoral Categorization		1. 2. 3. 4. 5. 6.
Photographer Alphanumeric Code		
Year		

ATTACHMENT XII

WORLD BANK PHOTO LIBRARY

Subject Classification Scheme

(To be indexed by UNIS software package
as adapted for B3700 computer)

...a Code/1 for ...graphical Entity	Sector - Subsector/2	Key Word(s) in Caption and added Descriptor(s)/3	Photo-grapher Code/4	Year/5

...FG (Afghanistan)
...LB (Albania)
...DZA (Algeria)
...SM (American Samoa)
...ND (Andorra)
...GO (Angola)
...TA (Antarctica)
...TG (Antigua)
...RG (Argentina)
...US (Australia)

01. INTERNATIONAL COOPERATION. INTERNATIONAL RELATIONS
01.01. INTERNATIONAL COOPERATION.
01.02. INTERNATION RELATIONS.
01.03. INTERNATIONAL ORGANIZATION
01.04. COUNTRY

02. ECONOMIC POLICY. SOCIAL POLICY. PLANNING
02.01. ECONOMIC POLICY. PLANNING.
02.02. SOCIAL POLICY
02.03. SOCIAL SECURITY.
02.04. SOCIAL PROBLEM.
02.05. SOCIAL SERVICE

03. ECONOMIC CONDITIONS. ECONOMIC RESEARCH. ECONOMIC SYSTEM.
03.01. ECONOMIC RESEARCH. ECONOMICS.
03.02. ECONOMIC CONDITIONS.
03.03. ECONOMIC SYSTEM.

1 Adopted from International Organization for Standardization, to be updated as and when new states are formed or old states are renamed.

2 Adopted from Macrothesaurus; a Basic List of Economic and Social Development Terms developed by the Organization for Economic Cooperation and Development or to be guided by established terminology lists.

3 Based on or related to Macrothesaurus; a Basic List of Economic and Social Development Terms developed by the Organization for Economic Cooperation and Development or to be guided by established terminology lists. (Not to be coded for the present.)

4 Photographer alpha numeric code.

5 Year of the picture taken.

ATTACHMENT XII

...ha Code for ...graphical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
AUT (Austria)	04. INSTITUTIONAL FRAMEWORK			
BHS (Bahamas)	04.01. LAW. LEGISLATION			
BHR (Bahrain)	04.02. HUMAN RIGHTS.			
BGD (Bangladesh)	04.03. GOVERNMENT. PUBLIC ADMINISTRATION.			
BRB (Barbados)	04.04. POLITICS.			
BEL (Belgium)	05. CULTURE. SOCIETY.			
BLZ (Belize)	05.01. SOCIAL SCIENCES.			
BMU (Bermuda)	05.02. CULTURE.			
BTN (Bhutan)	05.03. SOCIETY.			
BOL (Bolivia)	05.04. ETHICS. RELIGION.			
BWA (Botswana)	05.05. ART.			
BVT (Bouvet Island)	05.06. LANGUAGE.			
BRA (Brazil)	06. EDUCATION. TRAINING.			
ATB (British Antarctic Territory)	06.01. EDUCATIONAL POLICY. EDUCATIONAL SYSTEM.			
IOT (British Indian Ocean Territory)	06.02. EDUCATIONAL PLANNING.			
SLB (British Solomon Islands)	06.03. EDUCATIONAL INSTITUTION.			
VGB (British Virgin Islands)	06.04. PUPIL. STUDENT.			
BRN (Brunei)	06.05. LEARNING. TEACHING METHOD.			
BGR (Bulgaria)	06.06. CURRICULUM.			
BUR (Burma)	06.07. TEACHING AID.			
BDI (Burundi)	07. AGRICULTURE.			
BYS (Byelorussian SSR)	07.01. AGRICULTURAL ECONOMICS.			
	07.02. LAND ECONOMICS.			
	07.03. AGRICULTURAL ENTERPRISE.			
	07.04. AGRICULTURAL EQUIPMENT.			
	07.05. AGRICULTURAL PRODUCTION.			
	07.06. AGRICULTURAL RESEARCH.			
	07.07. PLANT PRODUCTION.			
	07.08. FOREST.			
	07.09. ANIMAL PRODUCTION.			
	07.10. FISHERY			
	08. INDUSTRY.			
	08.01. INDUSTRIAL ECONOMICS.			
	08.02. INDUSTRIAL ENTERPRISE.			
	08.03. INDUSTRIAL ENGINEERING. INDUSTRIAL EQUIPMENT.			
	08.04. INDUSTRIAL PRODUCTION. INDUSTRIAL PRODUCT.			
	08.05. INDUSTRIAL RESEARCH.			
	08.06. FOOD INDUSTRY.			
	08.07. BEVERAGE INDUSTRY.			
	08.08. OIL AND FAT.			
	08.09. WOOD. TEXTILE. LEATHER. RUBBER. TOBACCO.			

ATTACHMENT XII

n Code for raphical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-graphic Code	Year
CMR (Cameroon)	08.10.	CONSTRUCTION INDUSTRY. CERAMICS. GLASS.		
CAN (Canada)	08.11.	ENERGY.		
	08.12.	CHEMICAL INDUSTRY.		
CTE (Canton and	08.13.	MINING.		
Enderbury Islands)	08.14.	METALWORKING INDUSTRY.		
	08.15.	ELECTRICAL INDUSTRY.		
CPV (Cape Verde	08.16.	COMMUNICATING INDUSTRY.		
Islands)	08.17.	HOTEL INDUSTRY.		
CYM (Cayman Islands)	09.	COMMERCE. TRADE.		
	09.01.	DEMAND. MARKET. CONSUMPTION.		
CAF (Central African	09.02.	PRICE.		
Republic)	09.03.	MARKETING.		
	09.04.	HOME TRADE.		
TCD (Chad)	09.05.	INTERNATIONAL TRADE.		
CHL (Chile)	10.	TRANSPORT.		
	10.01.	TRANSPORT.		
CHN (China)	10.02.	GOODS. PASSENGER.		
	10.03.	INFRASTRUCTURE.		
CXR (Christmas Island)	10.04.	VEHICLE.		
	10.05.	MODE OF TRANSPORTATION.		
CCK (Cocos (Keeling)	10.06.	LOADING. PACKAGING.		
Islands)	10.07.	INTERNATIONAL TRANSPORT. URBAN TRANSPORT.		
COL (Colombia)	10.08.	TRAFFIC.		
	10.09.	FREIGHT.		
COM (Comoro Islands)	11.	CURRENCY. FINANCING. INTERNATIONAL MONETARY RELATIONS.		
COG (Congo)	11.01.	PUBLIC FINANCE. TAXATION.		
COK (Cook Islands)	11.02.	CURRENCY. FINANCING.		
	11.03.	INTERNATIONAL MONETARY SYSTEM.		
CRI (Costa Rica)	12.	MANAGEMENT. PRODUCTIVITY.		
CUB (Cuba)	12.01.	ENTERPRISE.		
	12.02.	ECONOMIC COOPERATION.		
CYP (Cyprus)	12.03.	ENTREPRENEUM.		
	12.04.	MANAGEMENT.		
CSK (Czechoslovakia)	12.05.	PERSONNEL MANAGEMENT.		
	12.06.	EQUIPMENT. TECHNOLOGY.		
DAY (Dahomey)	12.07.	PRODUCTION. PRODUCTIVITY.		
	12.08.	PRODUCT. PRODUCT DEVELOPMENT.		
DNK (Denmark)	12.09.	COST ACCOUNTING. PROFIT.		
DMA (Dominica)				
DOM (Dominican Republic)				

ATTACHMENT XII

ia Code for graphical Entity	Secto- - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
ATN (Drouning Maud Land)	13. LABOUR.			
ECU (Ecuador)	13.01. HUMAN RESOURCES.			
EGY (Egypt)	13.02. EMPLOYMENT SERVICE. OCCUPATIONAL QUALIFICATION.			
SLV (El Salvador)	13.03. WORKING CONDITIONS.			
GNQ (Equatorial Guinea)	13.04. OCCUPATIONAL SAFETY.			
ETH (Ethiopia)	13.05. DISMISSAL. LABOUR MOBILITY.			
FRO (Faeroe Islands)	13.06. LABOUR RELATIONS.			
FLK (Falkland Islands (Malvinas))	13.07. WAGE. WAGE INCENTIVE.			
FJI (Fiji)	13.08. LEISURE.			
FIN (Finland)	13.09. OCCUPATION.			
FRA (France)	14. DEMOGRAPHY. POPULATION.			
AFI (French Afars and Issas)	14.01. POPULATION DYNAMICS.			
GUF (French Guiana)	14.02. AGE GROUP.			
PYF (French Polynesia)	14.03. ETHNIC GROUP.			
ATF (French Southern and Antarctic Territories)	14.04. HOUSING. SETTLEMENT, RURAL. URBAN.			
GAB (Gabon)	14.05. MIGRATION.			
GMB (Gambia)	15. BIOLOGY. FOOD. HEALTH.			
DDR (German Democratic Republic)	15.01. BIOLOGY. PARASITOLOGY. BIOCHEMISTRY.			
DEU (Germany, Federal Republic of)	15.02. ANATOMY. GENETICS. PHYSIOLOGY.			
GHA (Ghana)	15.03. FOOD. NUTRITION.			
GIB (Gibraltar)	15.04. MEDICINE. PATHOLOGY.			
GIL (Gilbert and Ellice Islands)	15.05. PHARMACOLOGY. TOXICOLOGY.			
	16. ENVIRONMENT. NATURAL RESOURCES.			
	16.01. ECOLOGY.			
	16.02. NATURAL RESOURCES.			
	16.03. DISASTER. PEST. POLLUTION.			
	16.04. RESOURCES CONSERVATION.			
	17. ATMOSPHERIC SCIENCE. EARTH SCIENCES.			
	17.01. ATMOSPHERIC SCIENCE.			
	17.02. CLIMATOLOGY.			
	17.03. GEOGRAPHY.			
	17.04. GEOLOGY. SEISMOLOGY. SOIL SCIENCE.			
	17.05. HYDROLOGY. WATER.			
	17.06. OCEANOGRAPHY.			

ATTACHMENT XII

Use Code for Geographical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photographer Code	Year
GRC (Greece)				
GRL (Greenland)	18. SCIENCE. RESEARCH. METHODOLOGY.			
GRD (Grenada)	18.01. RESEARCH. SCIENCE.			
GLP (Guadeloupe)	18.02. ORGANIZATION OF RESEARCH.			
GUM (Guam)	18.03. RESEARCH METHOD. THEORY.			
GTM (Guatemala)	18.04. DATA COLLECTING.			
GIN (Guinea)	18.05. EXPERIMENT.			
GNB (Guinea-Bissau)	18.06. MEASUREMENT.			
GUY (Guyana)	18.07. MAPPING.			
HTI (Haiti)	18.08. MATHEMATICS. STATISTICAL ANALYSIS.			
HMD (Heard and Mc Donald Islands)	18.09. COMPARISON. EVALUATION.			
HND (Honduras)	18.10. FORECAST. TIME FACTOR.			
HKG (Hong-Kong)				
HUN (Hungary)	19. INFORMATION DOCUMENTATION.			
ISL (Iceland)	19.01. INFORMATION.			
IND (India)	19.02. DOCUMENT.			
IDN (Indonesia)	19.03. TERMINOLOGY.			
IRN (Iran)	19.04. MEETING.			
IRQ (Iraq)				
IRL (Ireland)				
ISR (Israel)				
ITA (Italy)				
CIV (Ivory Coast)				
JAM (Jamaica)				
JPN (Japan)				
JTN (Johnston Island)				
JOR (Jordan)				

ATTACHMENT XII

Geographical Entity	Sector - Subsector	Key Word(s) in Caption and Added Descriptor(s)	Photographer Code	Year
KEN (Kenya)				
KHM (Khmer Republic)				
PRK (Korea, Democratic People's Republic of)				
KOR (Korea, Republic of)				
KWT (Kuwait)				
LAO (Laos)				
LBN (Lebanon)				
LSO (Lesotho)				
LBR (Liberia)				
LBY (Libya)				
LIE (Liechtenstein)				
LUX (Luxembourg)				
MAC (Macao)				
MDG (Madagascar)				
MWI (Malawi)				
MYS (Malaysia)				
MDV (Maldives)				
MLI (Mali)				
MLT (Malta)				
MTQ (Martinique)				
MRT (Mauritania)				
MUS (Mauritius)				
MEX (Mexico)				
MID (Midway Islands)				
MCO (Monaco)				

ATTACHMENT XII

Code for	Sector - Subsector	Key Word(s) in Caption and added	Photo-grapher
(Morocco)			
(Mozambique)			
(Namibia)			
(Nauru)			
(Nepal)			
(Netherlands)			
(Netherlands Antilles)			
(Neutral Zone)			
(New Caledonia)			
(New Hebrides)			
(New Zealand)			
(Nicaragua)			
(Niger)			
(Nigeria)			
(Niue Island)			
(Norfolk Island)			
(Norway)			
(Oman)			
(Pacific Islands (Trust Territory))			
(Pakistan)			
(Panama)			

ATTACHMENT XII

a Code for raphical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
CZ (Panama Canal Zone)				
EG (Papua New Guinea)				
RY (Paraguay)				
ER (Peru)				
HI (Philippines)				
CN (Pitcairn Islands)				
OL (Poland)				
RT (Portugal)				
MP (Portuguese Timor)				
RI (Puerto Rico)				
AT (Qatar)				
EU (Reunion)				
OM (Romania)				
WA (Rwanda)				
HN (St. Helena)				
NA (St. Kitts-Nevis-Anguilla)				
CA (St. Lucia)				
PM (St. Pierre and Miquelon)				
CT (St. Vincent)				
SM (San Marino)				
TP (Sao Tome and Principe)				
AU (Saudi Arabia)				
SN (Senegal)				

ATTACHMENT XII

a Code for raphical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
C (Seychelles)				
E (Sierra Leone)				
I (Sikkim)				
P (Singapore)				
L (Somalia)				
F (South Africa)				
O (Southern Rhodesia)				
P (Spain)				
H (Spanish Sahara)				
A (Sri Lanka)				
D (Sudan)				
R (Surinam)				
J (Svalbard and Jan Mayen islands)				
Z (Swaziland)				
E (Sweden)				
C (Switzerland)				
R (Syria)				
W (Taiwan, Province of)				
A (Tanzania, United Republic of)				
A (Thailand)				
O (Togo)				

ATTACHMENT XII

le for ical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
Tokelau Islands)				
Tonga)				
Trinidad and bago)				
Tunisia)				
Turkey)				
Turks and Cai- s Islands)				
Uganda)				
Ukrainian SSR)				
Union of Soviet cialist publics)				
United Arab irates)				
United Kingdom)				
United States)				
United States sc. Pacific lands)				
United States rgin Islands)				
Upper Volta)				
Uruguay)				
Vatican City te (Holy See))				
Venezuela)				
Viet-Nam, Demo- tic Republic				

ATTACHMENT XII

ode for ical Entity	Sector - Subsector	Key Word(s) in Caption and added Descriptor(s)	Photo-grapher Code	Year
Viet-Nam, Re-ublic of)				
Wake Island)				
Wallis and utuna Islands)				
Western Samoa)				
Yemen)				
Yemen, Demo-ratic)				
Yugoslavia)				
Zaire)				
Zambia)				

ATTACHMENT XII

PHOTOGRAPHER ALPHANUMERIC CODE*

With a view to identify each slide by photographer, the following symbols should be used to designate the photographers to be able to differentiate call numbers.

It is composed of initial followed by Arabic numbers to be used decimally and assigning on the basis of tables given below in a manner in which the alphabetic order of names within a given sector/ subsector is preserved.

After the initial letter S:

for the second letter:	a	ch	e	h	mop	t	u
use number	2	3	4	5	6	7-8	9

After other initial consonants:

for the second letter:	a	e	i	o	v	u
use number	3	4	5	6	7	8

After initial vowels:

for the second letter:	b	d	lm	n	p	r	st
use number	2	3	4	5	6	7	8

* Based on Library of Congress Author Numbers

ATTACHMENT XII

CLASSIFICATION AND INDEXING WORKSHEET

CAPTION:

Alpha-3 Geographic Code		DESCRIPTORS
Sectoral Categori-zation		1. 2. 3. 4. 5. 6.
Photographer Alphanumeric Code		
Year		

CLASSIFICATION AND INDEXING WORKSHEET

CAPTION:

Alpha-3 Geographic Code		DESCRIPTORS
Sectoral Categori-zation		1. 2. 3. 4. 5. 6.
Photographer Alphanumeric Code		
Year		

ATTACHMENT XIII

CIRCULATION CONTROL SLIP Call No.			
Borrower, Location, & Telephone	Date Issued	Due Date	Remarks

ATTACHMENT XIV

Pro forma I: Organization and retrieval of materials

1. Are slides, photographs and other materials readily retrievable by photographer, title/caption/documentation, and subject/sector/descriptor/concept/function/program/project?

2. Has an effective list of subject headings (or any of the variations) been developed with adequate cross-references?

3. Is there a classification or indexing system that serves adequately as a basis for the systematic organization of the photo library's collection?

4. Does the cataloging/indexing provide the user with sufficient information to make a proper selection of material to meet his needs?

5. Are adequate catalogs and indexes available to the user?

ATTACHMENT XIV

Pro forma I: Organization and retrieval of materials

Page Two

6. Are the library's control records adequate to fulfill their objectives?

7. What are they and how?

Pro forma II: Reference service

1. Does the photo librarian locate materials and information promptly on request?

2. Is telephone reference provided? If not, why not?

3. Are library materials circulated?

4. Is an adequate charge-out system used when materials are borrowed?

5. What type and quality of services are provided to user?

ATTACHMENT XIV

Pro forma II: Reference service

Page Two

6. Is the photo librarian aware of information sources outside of the organization which are available to its users?

7. Is the photo librarian aware of users' interests in specific areas and are publications automatically routed to interested users?

8. Are microfilm and/or microfiche used? Is this material readily retrievable?

9. Is there a print media collection? Is this material readily retrievable?

ATTACHMENT XIV

Pro forma III: Administrative review

1. No. of staff members:

2. Is the person in charge of the library a graduate librarian, a professional grade employee, or a clerk?

3. What is her educational and professional background? What aspects of her background can be related to her current role?

4. Under what criteria (i.e., standards or guidelines) was the person in charge of the library selected?

5. Does the job description clearly define the scope and duties of the person in charge?

ATTACHMENT XIV

Pro forma III: Administrative review

Page Two

6. Who, other than the librarian, is employed in terms of information asked for in foregoing questions from 2 to 5?

7. Who, other than the librarian, determines photo library policy and procedures?

8. Does the photo librarian participate in planning for the future growth and development of the library's services and facilities?

9. Does the photo librarian have the primary responsibility for internal organizational structure and management of the library's facilities and services?

10. Does the photo librarian participate in determining the budgetary requirements for the library?

11. Does the photo librarian have the authority to expend funds relating to library functions?

ATTACHMENT XIV

Pro forma IV: Review of library operations and services

Acquisitions:

1. What bibliographic sources does the photo library have and use?

2. Does the photo library have a continuing program for acquisitions? What kind? Describe

3. If yes, what criteria and guidelines are used?

[illegible]

[illegible]

1. [illegible] you [illegible] the Provincial Library [illegible] for what [illegible] last, and?

2. Do you [illegible] to go to other Provincial Libraries? Why?

3. What were some of your recent uses of the library? Were you satisfied with the results? If not, why not? (Respond in terms of time taken and [illegible]ensiveness of the answer/information received.)

4. By what means did you seek the information? Would you suggest a preferred way of requesting and receiving information you need?

Pre-Form VI: [illegible] Interview

Page Two

5. What other [illegible] would you like to have from the Photo Library?

6. What kind of [illegible] you experience in obtaining or locating any information or material in the performance of your tasks? How did you resolve them? What would you suggest as the preferred approaches to such solutions? After the task was completed, did you find any information that was available, but unknown to you or to the Photo Library staff, at the time you were doing the task?

7. What organization publications or other material in your profession do you read? What sort of information do you, or do you hope to, obtain from them?

ATTACHMENT XV

A SELECT LIST OF SUPPLIES AND EQUIPMENT AND THEIR SOURCES*

GENERAL SOURCES

Bro-Dart, Inc., 56 Earl St., Newark, New Jersey 07114/Cabinets, cardboard slide mounts, projectors, screens, stands, viewers.

Demco Educational Corporation, Box 1488, Madison, Wisconsin 53701/ Card stock for slide file guides, pointers, projectors, screens, viewers.

CARRYING CASES

R. K. Jones Company, 72 Sedgwick St., Brooklyn, New York 11231/ Custommade carrying cases.

Keystone Ferrule and Nut Company, 909 Milwaukee Ave., Burlington, Wisconsin 53105/Metal carrying cases, slide files, slide sorter.

Smith-Victor Corporation, Griffith, Indiana 46319/Projection stands, slide cases, slide sorters (metal and plastic).

FILING AND STORAGE CABINETS

Art Steel Company, Inc., 170 West 233rd St., Bronx, New York 10463/ Metal slide file cabinets (modified "card file").

Jack C. Coffey Company, Inc., P.O. Box 131, 104 Lake View Ave., Waukegan, Illinois 60085/Luxor metal slide filing cabinets, projectors, stands, viewers.

Elden Enterprises, Inc., P.O. Box 3201, Charleston, West Virginia 25332/Metal visual display rack slide cabinets.

Gaylord Brothers, Inc., Library Supplies and Equipment, P.O. Box 61, Syracuse, New York 13201/Luxor metal slide filing cabinets.

---

* From Betty Jo Irvine's Slide Libraries: 1974

General Fireproofing Company, 413 Vest Dennick Ave., Youngstown, Ohio 44505/Metal slide filing cabinets.

Library Bureau Division of Sperry Remington, Division of Sperry Rand Corporation, 801 Park Ave., P.O. Box 271, Herkimer, New York 13350/Wood 2" x 2" slide filing cabinets and metal slide files.

Multiplex Display Fixture Company, 1555 Larkin Williams Rd., Fenton (St. Louis County), Missouri 63026/Metal visual display rack slide cabinets.

Nega-File, Inc., P.O. Box 78, Furlong, Pennsylvania 18925/Carrying cases.

Neumade Products Corporation, Box 568, 720 White Plains Rd., Scarsdale, New York 10583/Metal slide filing cabinets.

Sandak, Inc., 4 East 48th St., New York, New York 10017/Slide filing cabinets.

Steelcase, Inc., 1120 39th St., SE, Grand Rapids, Michigan 49508/ Metal slide filing cabinets.

Supreme Steel Equipment Corporation, 50th and Second Sts., Brooklyn, New York 11232/"Conserva File" (metal file modified for slide storage).

Wallach and Associates, Inc., P.O. Box 18167, 1532 Hillcrest Blvd., Cleveland, Ohio 44118/Metal slide filing cabinets.

H. Wilson Corporation, 555 West Taft Drive, South, Holland, Illinois 60473/Metal slide filing cabinet.

FILE GUIDES

Demco Educational Corporation/Custom-ordered file guides, plastic card stock.

Koller and Smith Company, 160 Jay St., Brooklyn, New York 11201/ Fibreboard with plastic file guides.

Library Bureau Division of Sperry Remington, Division of Sperry Rand Corporation, 4175 Millersville Rd., Indianapolis, Indiana 46205/ Mylar slide file guides, Remington Rand Kardex cards, cardboard, 2-1/4" x 2-1/4" (blue, buff, echru, green, salmon, white).

MOUNTS/BINDING MATERIALS

AGFA Akteingesellschaft, Camera-Werk, Munich, Germany/Plastic slide mounts (Agfacolor Dia-Frames).

American Library Color Slide Company, 305 East 45th St., New York, New York 10017/Plastic slide mounts (Lindia, Titania), slide labels.

Avery Label Company, 211 East 43rd St., New York, New York 10017/Slide labels.

Chartpak Rotex, Division Avery Products Corporation, 2620 South Susan St., Santa Ana, California 92704/Masking tape.

Dazor Manufacturing Corporation, 4455-99 Duncan Ave., St. Louis, Missouri 63110/High intensity lamps, illuminated magnifiers, incandescent and fluorescent portable lighting fictures, magnifying lamps for binding slides.

Eastman Kodak Company/Slide masks (tape and paper strips).

Edwal Scientific Products Corporation, 12120 South Peoria, Chicago, Illinois 60643/Anti-stat slide cleaner; chemical product for preventing fungus on slides (Permafilm).

Emde Products, Inc., 2040 Stoner Ave., Los Angeles, California 90025/ Aluminum and glass mounts, slide binders and masks for 2" x 2", 2-3/4" x 2-3/4", and 3-1/4" x 4" slides, slide supplies.

Erskine Company, 16-18 West 22nd St., New York, New York 10010/Cases, plastic slide mounts (Lindia), slide masking tape, viewers.

Esco, 2141 N.W. 25th Ave., Portland, Oregon 97210/Slide mounts (paper and cardboard).

Gem-Mounts and Gem-Masks Company, Box 630 Times Square Station, New York, New York 10036/Paper masks, slide mounts.

Karl Heitz, Inc., 979 Third Ave., New York, New York 10022/Reader-projector for rapid evaluation of 35mm slides, projection stands, plastic slide mounts (Lindia), table viewers, viewers, zoom pocket microscopes.

Kaiser Products, P.O. Box 7101, North End Station, Colorado Springs, Colorado 80907/Plastic slide mounts, slide mounting materials.

Kindermann, Division of EPOI International, Ltd., 623 Stewart Ave., Garden City, New York 11533/Plastic slide mounts.

E. Leitz, Inc./Slide masks, aluminum slide mounts (Perrotcolor).

Professional Tape Company, Riverside, Illinois 60546/Permanent adhesive slide labels ("Time Labels").

Radio-Mat Slide Company, Inc., 444 North Peninsula Dr., Daytona Beach, Florida 32018/Mounting materials (Radio Mat slides).

Seary Manufacturing Corporation, 19 Nebraska Ave., Endicott, New York 13760/Slide mounting equipment (film cutters, mounting press, etc.).

Sickles, Inc., Photo Equipment Division, P.O. Box 3396, Scottsdale, Arizona 85257/Plastic slide mounts (Gepe), slide duplicators, slide production equipment.

3M Company/Photographic tape No. 235 for slide masking.

Wess Plastic Molds Company, 50 Schmitt Blvd., Farmingdale, New York 11735/Plastic slide mounts.

PLASTIC ALBUM PAGES

Bardes Plastics, Inc., 5225 West Clinton Ave., Milwaukee, Wisconsin 53223/Plastic holders for slides (for three-ring binder or file folder).

Plastic Sealing Corporation, 1507 North Gardner St., Hollywood, California 90046/VIS slide file folios for three-ring binders.

Plastican Corporation, P.O. Box 157, Butler, New Jersey 07405/ Plastic slide frames for three-ring binders.

Richard Manufacturing Company, 5914 Noble Ave., Van Nuys, California 91404/Plastic "Album Pages" for three-ring binders for 2" x 2" and 2-1/4" x 2-1/4" slides.

MISCELLANEOUS

Diecrafters, Inc., Victor, New York 14564/Princeton Slide Holder.

ATTACHMENT XVI

A SELECT LIST OF REFERENCE WORKS AND A SUGGESTED READING FOR PROFESSIONAL GROWTH AND DEVELOPMENT

Exposure to following select list of publications will broaden and aid the understanding of the picture world in general and management of slide collection in particular.

Participation in local chapter meetings and activities of professional associations in the picture world and attendance at the workshops and institutes also help improve one's professional competence.

Access to most of these works is easily possible in any public or academic library, some of which are available in the Joint Library collection.

GENERAL

Ash, Lee. Subject Collections, 4th ed. New York: R.R. Bowker, 197?

The Encyclopedia of Photography. New York: Greystone Press, 1965.

Photo-Lab-Index. 31st ed. New York: Morgan and Morgan, January 1973.

GENERAL WORKS-AUDIOVISUAL

Audiovisual Marketplace. A Multimedia Guide, 1972-1973 ed. New York: R.R. Bowker, 1972
Biennial publication as of the fourth edition.

Cable, Ralph. Audio-Visual Handbook. 3d ed. London: University of London Press, 1970.

Kujoth, Jean Spealman, ed. Readings in Nonbook Librarianship. Metuchen, N.J.: Scarecrow Press. 1968.

Lewis, Stanley T. "Experimentation with an Image Library." Special Libraries, 56:35-38 (January 1965).

GENERAL WORKS-SLIDES

Freudenthal, Juan R. "The Slide as a Communication Tool. A Selective Annotated Bibliography." Boston: School of Library Science, Simmons College, September 1973. (Mimeographed).

Guenther, Alfred. "Slides in Documentation." UNESCO Bulletin for Libraries, 17:157-162 (May/June 1963).

Irvine, Betty Jo. "Slide Classification: A History Survey." College and Research Libraries, 32:23-30 (January 1971).

Rothschild, Norman, and Wright, George B. Mounting, Projecting and Storing Slides. 2d ed. rev. New York: Universal Photo Books, 1961.

ACQUISITION AND SELECTION OF SLIDES

Urban Outlook: A Selected Bibliography of Films, Filmstrips, Slides, and Audio Tapes. Washington: U.S. Department of Housing and Urban Development, June 1969.
For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. A/MP-95.

MAINTENANCE AND PRESERVATION OF FILMS AND SLIDES

"Color Slides Nibbled." American Archivist, 31:207 (April 1968).

Farber, Paul. "Mount Your Slides in Plastic - A Fast and Inexpensive Way." U.S. Camera, 31:61 (April 1968).

Harrison, Howard. "Guide to Slide Mounts." Camera 35, 9:48-49, 62-63 (April/May 1965).

Smidt, Donna C. "On Slide Binding." ARLIS/NA Newsletter, 1:16 (Summer 1973).

Storage and Care of Kodak Color Films. Rochester, N.Y.: Eastman Kodak, 1965.

Storage of Microfilms, Sheet Films, and Prints. Rochester, N.Y.: Eastman Kodak, 1955. (Kodak Pamphlet No. F-11.)

CATALOGING AND CLASSIFICATION-AUDIOVISUAL

Association for Educational Communications and Technology. Cataloging Committee. Standards for Cataloging Nonprint Materials, rev. ed. Washington, AECT, 1971.

Carson, Doris M. "Cataloging Nonbook Materials. "Wilson Library Bulletin, 39: 562-64 (March 1965).
An elaboration of the American Library Association and Library of Congress cataloging rules for maps, music, records, slides, etc.

McHenry, Nancy. Subject Index. Wilmette, Ill.: Encyclopaedia Britannica Films, 1965.
Designed for a picture collection.

Newark Public Library. The Picture Collection Subject Headings. Hamden, Conn.: Shoe String Press, 1968.

Piercy, Esther J. Commonsense Cataloging. New York: H.W. Wilson, 1965.

Strout, Ruth French. Organization of Library Materials II. Madison, Wisc.: University Extension Division, University of Wisconsin, 1966.

Thompson, Dixie. Organization of Audio-Visual Materials. Tempe: Curriculum Laboratory, Arizona State College, 1952.

Veihmann, Robert A. "Cataloging and Processing Non-Book Materials: A True Resources Center Concept." Audiovisual Instruction, 15:58-9 (December 1970).

COMPUTER AND DATA PROCESSING APPLICATIONS

Motion Pictures, Filmstrips, and Pictorial Media Intended for Projections: A Marc Format. Draft - A Working Document. Prepared by Henriette D. Avram, Katharine W. Clugston, Leonre S. Maruyama, Lucia J. Rather, and Patrick J. Sheehan. Washington: Library of Congress, April 1970. (Typewritten).

CATALOGING AND CLASSIFICATION-SLIDES

Bachman, Barton. "Where's That Slide?" U.S. Camera, 22:78-79 (February 1959).

Bird, R. W. "Slides: The Cataloging, Classification and Indexing of a Collection of Slides." Catalogue and Index, 20:4 (October 1970).

Bogar, Candace W. Annotated Bibliography of Published Literature on the Cataloging and Classification of Films, Pictures, and Slides in Architecture, City Planning, and Art. Monticello, Ill.: Council of Planning Librarians, 1973. (Exchange Bibliographies No. 405).

"Classification the Key to Slide Collection Vigor." Library Journal, 97:965-966 (March 1972).

Daughtry, Bessie. Cataloging, Arrangement and Storage of Motion Pictures, Filmstrips, and 2" x 2" Slides. M.A. Thesis. Tallahassee, Florida: Florida State University, 1963.

Davis, Barbara. Control and Storage of a Slide File Collection. Master's Thesis. Boston: School of Library Science. Simmons College, 1956.

Lewis, Elizabeth M. "Control Without Cards: The Organization of Color Slide Collections Without Card Reference." ARLIS/NA Newsletter, 1:17 (Summer, 1973).

Lucas, E. Louise. "The Classification and Care of Pictures and Slides." A.L.A. Bulletin, 24:382-385 (1930).

Miller, Ralph "Skipper." "Where's That Slide?" Camera 35, 7:48-49, 54-55 (April/May 1963).

Perusse, L.F. "Classifying and Cataloging Lantern Slides." Journal of Cataloging and Classification, 10:77-83 (April 1954).

Roberts, M. "Slide Collections: Some Retrieval Problems." CIIG Bulletin, 1:5-12 (October 1970). (CIIG: Construction Industry Information Group).

Skoog, A.C., and Evans, G. "Slide Collection Classification." Pennsylvania Library Association, 24:15-22 (January 1969).

COMPUTER AND DATA PROCESSING APPLICATIONS

Bogar, Candace W. "Computer Application to the Classification of Slides." Librarian, (The University of Michigan), 4:8-9 (May 1973).

Davis, L.R. "Locate Your Slides and Negatives with This Punch Card File System." U.S. Camera, 16:68-69 (September 1953).

Diamond, Robert M. The Development of a Retrieval System for 35mm Slides Utilized in Art and Humanities Instruction, Washington: Bureau of Research, Office of Education, U.S. Department of Health, Education, and Welfare, 1969. (Final Report, Project No. 8-B-080).

Diamond, Robert M. "A Retrival System for 35mm Slides Utilized in Art and Humanities Instruction." Bibliographic Control of Nonprint Media. Edited by Pearce S. Grove and Evelyn G. Clement, Chicago: American Library Association, 1972.

Kuvshinoff, B.W. "A Graphic Graphics Card Catalog and Computer Index." American Documentation, 18:3-9 (January 1967).

Lewis, Elizabeth M. "A Graphic Catalog Card Index." American Documentation, 20:238-246 (July 1969).

LoPresti, Maryellen. "An Automated Slide Classification System at Georgia Tech." Special Libraries, 64:509-513 (November 1973).

Motley, Drucilla. "How to Find Your Slides Fast!" Educational Screen and AV Guide, 49:18-20,31 (May 1970).

THE TANSEY SLIDE CLASSIFICATION SYSTEM (formerly called the Santa Cruz System)

"Classification System for Slides." Information Retrieval and Library Automation, 3:9 (February 1968).

Simons, Wendell. "Development of a Universal Classification System for Two-by-Two Inch Slide Collections." Bibliographic Control of Nonprint Media. Edited by Pearce S. Grove and Evelyn G. Clement, Chicago: American Library Association, 1972.

Simons, Wendell W., and Tansey, Luraine C. "The Computer at Santa Cruz: Slide Classification with Automated Cross-Indexing." Picturescope, 18:64-75 (1970).

Simons, Wendell W., and Tansey, Luraine C. A Slide Classification System for the Organization and Automatic Indexing of Interdisciplinary Collections of Slides and Pictures. Santa Cruz, Calif.: University of California, 1970.

Simons, Wendell W., And Tansey, Luraine C. A Universal Slide Classification System with Automatic Indexing. Preliminary edition. Santa Cruz, Calif.: The University Library, University of California 1969.

Tansey, Luraine C. Slide Collection Index Application. University of California at Santa Cruz. New York: International Business Machines Corporation, Data Processing Division, 1972 (?). (GE20-0402-0).

EQUIPMENT

Kaufman, Peter. Guide to Basic and Miscellaneous Equipment Serving the Art Slide Curator or Librarian Including Annotated Bibliographies on Art Slide Librarianship. Glendale, Calif.: Art Libraries Society/North America, 1973.

Pula, Fred John. Application and Operation of Audiovisual Equipment in Education. New York: John Wiley, 1968.

Simons, Wendell W. "Choosing Audio-Visual Equipment." Library Trends, 13:503-516 (April 1965).

PROJECTORS AND PROJECTION SYSTEMS

"Developments in A-V Equipment." Visual Education, 47-63 (July 1970).

Mannheim, L.A. "Audio-Visual Automation - The Dynamic Still." Camera, 50:43-44, 48, 50-51 (July, August 1971).

PRODUCTION METHODS AND EQUIPMENT

"How to Make a Slide Film." U.S. Camera, 24:56-57 (May 1961).

PLANNING PHYSICAL FACILITIES

American Library Association - Ad Hoc Committee on the Physical Facilities of Libraries. Measurement and Comparison of Physical Facilities for Libraries. Chicago: American Library Association, 1970.

Moriarty, J.H. "New Media Facilities." Library Trends, 16:251-258 (October 1967).

Nolan, Margaret P. "The Metropolitan Museum of Art - Slide Library." Planning the Special Library. Edited by Ellis Mount. New York: Special Libraries Association, 1972. (SLA Monograph No. 4).

Stone, C. W. "Planning for Media Within University Library Buildings." Library Trends, 18:233-245 (October 1969)

ATTACHMENT XVII

STEPS INVOLVED IN INITIATING AND ROUTINIZING THE CAPTIONING AND INDEXING OF THE SLIDES

1. Take a batch of slides belonging to a country, preferably in the alphabetical order, and have a supply of "Classification and Indexing Work-sheets" either in a book form for convenience, or loose leaves. Each sheet can be used for two slides and so it can be perforated for convenience.

2. Write down the caption in pencil so that it can be easily revised. (Refer to Page 14 of the Report.)

3. Then refer to Macrothesaurus and choose words, up to a maximum of six in number, that best describe the caption, and write them down under "Descriptors".

4. Put down the three letter abbreviation for the country against the column "Alpha-3 Geographic Code".

5. Go to the Classification Scheme and relate the captioning information to the closest economic sector and subsector and assign the appropriate numeric code against the column "Sectoral Categorization".

6. Then go to "Photographer Alphanumeric Code" and construct the photo-grapher number by taking the first alphabet of the last name and use number for the following two alphabets as indicated.

7. Add the year.

8. Add lower case alphabets for variations of same image, where everything

is the same in content and class number, but different from one another in

cites. In the case of duplicate copies of the same image, they should be identified by the addition of "Copy 1", "Copy 2", "Copy 3".

9. There should be a supply of slide labels.

10. The whole call number should be transferred in the same order, one below the other, in which you have constructed in the worksheet.

11. Have a supply of multilith stencils (check the Joint Library for the source of supply) add type the whole captioning information, with call number of the lefthand corner with tracing of descriptors at the bottom, called unit card, and reproduce in multiple copies depending on the number of descriptors you have assigned plus one card each for captioning, photographer, shelflist. After cards are cut, punched, combined in sets, matched to unit work cards, except captioning card, all cards should be superscribed with each of the descriptors, photographer, etc. Then alphabetize them by library card sorter and file them in dictionary order in the card catalog. (Another piece of equipment that is needed is 3" x 5" card drawer cabinet. Also needed are a couple of card trays. Check with Joint Library or borrow from them.)

12. Shelflist cards need to be filed in a separate drawer and the order of cards should match exactly the order in which the slides are filed.

ATTACHMENT XVII

13. It will be a good idea to have a complete list of slides and an additional card be used for getting the list typed whenever convenient, so that copies can be sent to liaison/overseas resident mission offices and others requesting for it.